

## Development Intern

### Overview

S.O.U.L. (Supporting Opportunities for Ugandans to Learn) Foundation seeks a motivated and dynamic candidate looking to gain a range of experiences in a growing international development organization. The Development intern will assist in a variety of capacities, with a focus on identifying and cultivating new funding opportunities. The intern will work in close collaboration with the Director of Development, Director of Operations, Communications and Operations Manager, CEO/Co-Founder, and other staff.

### More about S.O.U.L. Foundation

Built upon a foundation of trust and collaborative solutions, S.O.U.L. Foundation focuses on using a community-development driven model to eradicate poverty in rural Eastern Uganda. Our mission is to foster sustainable and vibrant Ugandan communities through unique partnerships focused on education, women's empowerment, food security and maternal health. For more information, please check out our website: [www.souluganda.org](http://www.souluganda.org)

### Time/Duration

This is a 3 month internship with a possible extension. Anticipated training will be at the end of February with the internship running March-May 2018. The internship will be 15–20 hours per week (2-3 days per week) preferred. Work days can be flexible as needed.

### Location

Posner Center for International Development – 1031 33rd Street, Suite 174, Denver, CO 80205 or Washington D.C.

### Duties & Responsibilities

- Help manage, update, and optimize grants database/management process
- Thoroughly research prospective funders, identifying strong prospects and next steps
- Assist staff in drafting grant applications, including writing proposals and LOIs, and in compiling necessary appendices for grants
- Help further develop program design, reporting, and monitoring and evaluation
- Edit and review grant applications and reports written by field and U.S.-based staff
- Assist Director of Development with developing other funding streams such as individual, events-related, or corporate giving, and partnerships with other foundations/corporations as needed
- Undertake other tasks as assigned

### Qualifications

- Bachelor's or Master's Degree, or in process, in a related field preferred
- Effective written and oral communication skills with the ability to effectively communicate a message to diverse stakeholders
- Skilled in conducting quality research
- Detail oriented, with the ability to see the bigger picture

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[www.souluganda.org](http://www.souluganda.org) | [info@souluganda.org](mailto:info@souluganda.org)

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- Experience in or knowledge of nonprofit fundraising preferred but not required
- Strategic thinker who is invested in streamlining organizational fundraising processes
- Self-starter who can effectively manage time with a varied workload and follow through on all projects
- Interest or experience in international development, nonprofits, and/or African development preferred
- Computer literacy skills required (Google Drive, Microsoft Office)
- Proficiency in Salesforce a plus, but not required

## Compensation & Benefits

This position is unpaid, but it offers the following benefits:

- Continuous support and supervision from Director of Development and other staff
- Opportunity to learn about and understand the day-to-day fundraising efforts of an international nonprofit organization
- Ability to develop a range of professional skills relevant to nonprofit work and the international development field
- Access to a robust, engaging network of international development professionals at the Posner Center, including access to community events and trainings

## To Apply

Applicants should send a resume, cover letter, and a sample of your development work to [jobs@souluganda.org](mailto:jobs@souluganda.org). Please include “[Your Name]- Development Intern” in the subject line. Applications will be reviewed on a rolling basis. Incomplete applications will not be considered. **No phone calls.**

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