



Rwanda Headquarters
#13, KG 176 St
Kigali, Rwanda

US Headquarters
1031 33rd Street
Suite 243
Denver, Colorado 80205
+1 720. 443.0435

womensbakery.com

Marketing and Development Intern

Job Description

The Women's Bakery Overview

The Women's Bakery (TWB) is a social enterprise that trains East African women to launch and profitably manage nutrition-centric bakeries in their communities. We empower women, improve community access to nutrition, and spark economic growth, all through local business. Launched in 2014, TWB has since trained nearly 100 women and launched seven bakeries in two countries.

Our Company

TWB's vision is to advance women's autonomy, improve community health, and generate socio-economic opportunity. Through education, TWB imparts irrevocable skills that are capacity building and income generating. TWB employees are a key aspect of this vision – passionate, driven, and resilient in the process of using business as a tool for social good. Employees benefit from in-house training, opportunities for professional development, and a team that values, respects, and celebrates the contributions of others.

Position Description

As part of the U.S.-based team, the Marketing and Development Intern (MDI) is primarily responsible for effective fundraising and communications support, in close collaboration with the Development Director and Deputy Director of Business Management.

Expectations

The DMI will work in TWB's Denver Office. The DMI can expect to work 10-15 hours a week, with flexible scheduling.

Roles & Responsibilities

Donor Cultivation, Relationship & Stewardship (60%)

- Assist the Development Director with donor stewardship, including:
 - Regular communication,
 - Donor "touches,"
 - Donor recognitions, thank you letters and gratitude communications
 - Donation acknowledgements
- Assist the Development Director and Deputy Director of Business Management with TWB's CRM database, including:
 - Synthesize / update / organize donor salutations, informal names, and addresses updates
 - Donor tracking systems
 - General CRM management

Fundraising Strategy (20%)

- With guidance from the Development Director, draft grant content as needed and/or advised





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- Assist the Development Director in communicating TWB's major achievements to TWB's donor base and stakeholders

Communications & Marketing (20%)

- Assist with the planning and roll-out of all social media (Facebook, Instagram, Twitter, etc.) content.
- Monitor TWB's media presence and pursue new opportunities for publicity.

Required Qualifications

- Excellent written and verbal communication skills
- Attention to detail
- Interests in women's empowerment, conscious capitalism, and social enterprise
- Experience using MS office suite
- Interests in creative design skills
- Savvy with social media and technology
- Ability to stay organized, prioritize, and work collaboratively
- Willingness to take initiative

Preferred Qualifications

- 2 years or more of university education in business, international development, nonprofit management, or another relevant field

Required Characteristics

- Passion – a real belief in TWB's work and a dedication to women
- Smarts/Cleverness – business minded, yet people-oriented
- Ability to work independently and as part of a team
- Excellent problem-solving skills
- Highly motivated, organized, and results driven
- Hardworking, honest, confident, and humble
- Capacity for vision – the humility to see where we are now, and the courage to imagine where we could be
- Grit – fearlessness to get your hands dirty
- Grace – the space to be human

Benefits

This role offers a unique opportunity to work with a growing dynamic social enterprise team. Specific benefits include:

- An opportunity to pair classroom learning with real international social enterprise experience.
- Participation in community offerings at the Posner Center for International Development.

How to Apply

Send a cover letter and resumé to reba@womensbakery.com.

