



## African Strategies for African Pathology (ASAP) Development / Fundraising Intern

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African Strategies for African Pathology (ASAP) is a group of professionals with a common interest in increasing and improving access to diagnostic pathology and laboratory medicine in sub-Saharan Africa and other regions of the world that currently lack access to these services. The group is composed of individuals with expertise and interest in histopathology, cytopathology, medical microbiology, infectious disease pathology, information management, public health advocacy, public health policy, laboratory management, and process improvement. Most of the members of this group have worked together over many years. Many of the members are from sub-Saharan Africa, and of those based in the EU, USA or Australia, most have extensive experience working in Africa. The entire group recently met in Siena, Italy, to develop long term strategies for both advocacy as well as for processes to make substantive improvements in diagnostic pathology and laboratory medicine in sub-Saharan Africa.

**Title:** Development / Fundraising Intern

**Classification:** Part Time (maximum of 15-20 hours per week)

**Basic Function:** Fundraising and Grant-Writing

**Work Direction:** Works directly under the supervision of the Project Coordinator or Deputy CEO

**Salary:** Unpaid position

**Application and Hiring Process:** This position will be open on an ongoing basis with internship positions of up to a year in duration

**Duties and Responsibilities:**

- Perform research to identify potential funding organizations and obtain background information on these organizations
- Draft and submit Letters of Inquiry to foundations and other grant-making organizations
- Collect or create all necessary materials to complete each application
- Track applications throughout application process
- Maintain records of all grant documents
- Provide administrative support as requested
- Perform other duties as requested

**Qualifications & Position Requirements:**

- Ability to work independently after being given instruction
- Ability to develop and implement priorities
- Ability to perform searches for information using internet-based and library resources
- Ability to communicate effectively using written reports
- Ability to communicate effectively during meetings as well as person-to-person
- Ability to use computers effectively, including proficiency with Microsoft Office products, Google programs, and social media
- Understanding of professional demeanor including ability to work as part of a team
- Experience in grant writing is preferred but not required

**Education or Formal Training**

- Upper level undergraduate or masters level student or graduate
- Experience or training in writing grant applications

**Contact Information**

- Contact Stephanie Ayers (ASAP Project Coordinator) at [pathologyinafrica@gmail.com](mailto:pathologyinafrica@gmail.com)