



## Internship Position Description

Position Title: Business Development & Operations Intern  
Department: Business Development & Operations

**Overview:** iDE is dedicated to creating income and livelihood opportunities for poor rural households. By increasing access to markets and affordable agricultural inputs, iDE supports smallholder farmers in participating effectively in high-value agriculture market systems. iDE's first point of entry is supporting the value chains necessary for affordable irrigation technologies to travel the "last mile" into the hands of smallholder farmers. Beyond irrigation, iDE also works to improve household food security and nutrition, build on-farm climate resilience, and improve access to water, sanitation and hygiene (WASH) technologies and services at the household level. Building on 35 years of experience in designing and implementing creative approaches to income-generation, iDE currently operates country programs in Nepal, Bangladesh, Cambodia, Vietnam, Zambia, Ethiopia, Ghana, Mozambique, Burkina Faso, Nicaragua and Honduras. With funding from more than 110 donors, including USAID, Global Affairs Canada, SDC, Dutch MofA, DFID, and the World Bank, iDE has implemented more than 275 projects worldwide.

The Business Development & Operations Department is responsible for securing funding for projects through bilateral government development agencies, multilateral institutions, and foundations. The department coordinates and writes concept notes, proposals, award applications, capability statements, marketing materials and more. The department also supports project implementation, risk management and donor reporting requirements. The Strategic Business Development works closely to support the Business Development & Operations Department on the above priorities related to business development. Additionally, the department is responsible for building and maintaining internal systems for donor tracking, knowledge management, internal reporting, and the like.

iDE is seeking one or more qualified, capable and hard-working individuals to work at the headquarters office in Denver, Colorado. It is anticipated that one intern will be brought on to support the Business Development & Operations team, and one will be brought on to support Strategic Business Development functions exclusively.

List of duties may include the following:

- Research funding opportunities and potential donors. This will include reviewing, vetting and disseminating relevant information to staff.
- Support knowledge management activities, including data entry in Salesforce, organization of folders on the organization's shared server, managing spreadsheets for tracking of live proposals, keeping meeting notes, etc.
- Provide support in preparing proposals, including writing, formatting, condensing, editing, etc.



- Support quarterly reporting to donors including editing and tracking report submissions
- Identify upcoming relevant conferences and support staff in preparing presentations.
- Review and in some cases translate documents in Spanish, French or Portuguese, as possible.
- Other support functions may include designing communications for individual donors, supporting event planning, support preparation of materials for the board of directors, etc.

### Qualifications

- Excellent writing, editing and formatting skills
- Strong organizational skills and proven ability to pay attention to detail and move projects along according to schedule
- Excellent communication capabilities
- Experience conducting internet research
- Skilled in MS Word, Excel, and PowerPoint. Experience with Salesforce is favorable.
- Self-motivated, capable of multi-tasking, and a team player
- Grant writing experience preferred
- BA/MA in international relations, international development, English or similar field preferred
- Foreign language ability favorable
- Enthusiastic with a sincere interest in the goals of the organization

Time commitment: At least 10 hours per week, preferably more. Some amount of remote work is possible, but ability to be present in the office at least two days per week is important.

Anticipated length of engagement: minimum five months (January - May), preferably longer.

This is an unpaid position, but could be eligible for academic credit, depending on the requirements of the intern's institution

### To apply

Interested candidates should send their CV, cover letter and writing sample to [dschutz@ideglobal.org](mailto:dschutz@ideglobal.org) with "Business Development Intern" in the subject line.