



Rwanda Headquarters  
#13, KG 176 St  
Kigali, Rwanda

US Headquarters  
1031 33rd Street  
Denver, Colorado 80205

[womensbakery.com](http://womensbakery.com)

## Development and Communications Intern Job Description

### The Women's Bakery Overview

The Women's Bakery (TWB) is a social enterprise that gainfully employs women and provides access to quality breads in East Africa. Our vision is to build a network of women-powered bakeries throughout East Africa. We believe all women are inherently powerful and that when women have access to social and economic opportunity, the world benefits. For us, an empowered woman, by herself, is an outcome worth fighting for. 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.

### Position Description

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

### Expectations

The DevComs intern will work remotely (virtual). The DevComs intern can expect to work 10-15 hours a week, with flexible scheduling outside of standing weekly check-in and team meeting(s). This is an **unpaid** position.

### *Roles & Responsibilities*

#### Donor Cultivation, Relationship & Stewardship

- Assist the Development Director with donor stewardship, including: Regular communication, Donor “touches”, Donor recognitions, thank you letters and gratitude communications.
- Assist the Development Director with TWB's CRM database, including: Synthesize/ organize/ update donor salutations, informal



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names, and addresses updates, donor tracking system, and General CRM management.

### Fundraising Strategy

- With guidance from the Development Director, draft grant content as needed and/or advised.
- Assist the Development Director in communicating TWB's major achievements to TWB's donor base and stakeholders.

### Communications & Marketing

- 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

*Job duties include additional responsibilities as assigned by one's supervisor or other manager related to the position/department. This job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The Company reserves the right at any time with or without notice to alter or change job responsibilities, reassign or transfer job position or assign additional job responsibilities, subject to applicable law.*

### 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 and google platform
- Interests in creative design skills
- Savvy with social media and technology
- Ability to stay organized, prioritize, and work collaboratively
- Willingness to take initiative



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### **Preferred Qualifications**

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

### **Benefits**

This role offers a unique opportunity to work with a growing dynamic social enterprise team. This is an unpaid internship that offers:

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

### **To Apply:**

Please send your resume/CV and cover letter to [peopleoperations@womensbakery.com](mailto:peopleoperations@womensbakery.com).