



Title: Research and Development Fellow

Overview

Commitment:

10-20 hours per week for 6 months or longer
Flexibility of exact start and end date and weekly schedule

Location:

Posner Center for International Development
1031 33rd Street, Suite 174, Denver, CO 80205

Benefits/Compensation:

This position is unpaid. Here are some of the benefits:

- Significant experience in the operation of an international non-profit with specific skills gained in research of development prospects;
- Relationships with organization's staff, volunteers, board members, and partners;
- Opportunity to work in fun, small non-profit organization environment;
- **Ability to network with and work alongside staff and volunteers representing over 65 additional non-profit organizations housed at the new, groundbreaking Posner Center for International Development; and**
- Potential for course credit depending on the requirements of your college or university program.

Description

AfricAid is a nonprofit organization that supports girls' education in Africa in order to provide young women with the opportunity to transform their own lives and the futures of their communities. Our thoughtfully crafted and executed programs are empowering the next generation of African women leaders.

AfricAid is seeking an unpaid fellow to assist in the ongoing generation of funding prospects, including foundations, grants, and corporate sponsors. The Research and Development Fellow will work under the direction of the Development Director and External Relations and Operation Coordinator in the Denver office and collaborate with our Grant Writer in Tanzania. This position will require 10-20 hours per week, with a minimum of 8 hours at the AfricAid office and flexibility to complete the other hours from home or in the office. The ideal candidate will be able to commit to a minimum of 6 months with preference given to those able to stay 6-12 months.

Job Duties and Responsibilities:

- Conduct preliminary research on foundations and grants and create prospect list that includes background information, specific requirements, and deadlines.
- Assist in writing Letters of Inquiry and/or Grant Reports under supervision of AfricAid staff.
- Explore options for partnerships with community leaders and corporate sponsorships and record information for Development Director to follow up.
- Compile list of conferences, speaking opportunities, restaurant nights, service clubs, publications, and other opportunities to increase exposure and raise funds.

- Attend AfricAid team monthly meetings and development committee meetings.
- Assist Development Director, Communications Director, and/or Grant Writer with other tasks as necessary.

Required Knowledge, Skills and Abilities:

Ideal candidates will be currently enrolled in or previously completed a bachelor's or graduate degree program with a background or interest in non-profit management, international development, or fundraising.

Applying for the Position

Send a cover letter and resume highlighting your research and development experience to info@africaid.org and include your name and Research and Development Fellow in the subject line. Applicants will be reviewed on a rolling basis and top candidates will be contacted for an interview.