



Title: Nonprofit Administration 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 administrative and operations activities related to fundraising, communications, and information management. The Nonprofit Administration Fellow will work under the direction of the Communications Director in the Denver office. 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:

- Support knowledge management activities, including data entry and cleanup in GiftWorks and Salesforce databases and maintaining organized physical and digital records.
- Coordinate donation processing and follow up for checks and online gifts.
- Contribute to fundraising campaigns, grant writing, donor relations, community outreach, and event support
- Support communications efforts, such as coordinating mailings, updating donor records, and ensuring accuracy of online records
- Attend AfricAid team monthly meetings and appropriate committee meetings.
- Assist Communications Director and Development Director 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 and administration, international development, data management, or fundraising.

Applying for the Position

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