



## Title: Research and Development Fellow

### Overview

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#### 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 33<sup>rd</sup> 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 communications, including social media, website, printed materials, and assisting in planning communications strategy
- 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 Posner Center for International Development
- Potential for course credit depending on the requirements of your college or university program.

### Description

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AfricAid mentors secondary school girls in Tanzania to complete their education, develop into confident leaders, and transform their own lives and their communities. We equip girls to overcome challenges and reach their full potential because educated girls create lasting positive change. The outcome is proactive, resilient, and socially responsible girls who secure better jobs, raise healthier families, and increase the standing of women in society.

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



Communications Director 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 9-12 months.

### **Job Duties and Responsibilities**

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- 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 the AfricAid team with other tasks as necessary.

### **Required Knowledge, Skills and Abilities:**

The ideal candidate 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**

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Send a cover letter and resume highlighting your research and development experience as well as why you are passionate about AfricAid's mission to [info@africaid.org](mailto: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.