INTO YOUR HANDS AFRICA
INTERNSHIP DESCRIPTION

Title: Research and Development Internship

Into Your Hands-Africa is an international nonprofit organization that seeks to empower people living in rural Uganda through education and business development. For 15 years, Into Your Hands-Africa has been working with students, families and communities in rural Mideastern Uganda, supporting community empowerment and economic sustainability. We send students to school, create local leaders and teach practical skills intertwined with sustainable enterprise projects as requested by the communities we serve.

GENERAL SUMMARY OF DUTIES: The Research and Development Intern is an unpaid internship program with possible opportunities for credit. Under the immediate supervision of IYHA Executive Team, the intern will assist in ongoing research and development projects to assist the organization in procuring funds in the form of grants, family foundation support, corporate sponsorships, work giving plans and individual donations. The ideal candidate will be able to commit to a minimum of 4 months with preference given to those able to stay longer.

Work Environment: Remote. 10-15 hours per week.

Benefits/Compensation: This position is unpaid; however, some of the benefits of working with IYHA include:

- Potential course credit depending on the requirements of your university program
- Acknowledgement and visibility on IYHA website throughout the duration and post internship
- Significant experience in the operation of an international non-profit organization with specific experience gained in research of development prospects;
- Ability to network with staff and volunteers representing over 50 additional non-profit organizations at the Posner Center, as well as, enjoy the benefits of free workshops, seminars, consulting, and fun and educational events provided through a Posner partnership

Essential Functions:

- Contributes to the implementation and management of new development opportunities as they become available.
- Explores, develops and implements selected donor relations program to nurture positive relationships with current and potential supporters while also identifying new prospects for the Executive Director to cultivate.
- Conduct preliminary research on foundations and grants and creates a prospect list that includes background information, specific requirements, and deadlines.
- Prepare performance reports of campaigns and make recommendations to modify future campaigns to improve results. Analyses donor demographics and donation patterns for every appeal.
• Maintain communications with similar organizations and provides summary information on their scheduled events and activities.
• Compiles a list of possible speaking engagements opportunities to increase awareness and raise funds.
• Assist in writing Letters of Inquiry and/or Grant Reports under the supervision of the Executive Director.

PREFERENCE REQUIREMENTS: Becomes familiar with organizational policies and procedures.
• Excellent time management skills and an ability to work independently
• Self-Driven and resourceful with a willingness to ‘jump in’ whenever possible
• Outstanding written and oral communication skills; ability to proofread
• A positive, flexible attitude
• Passionate about international nonprofit work
• Ability to define problems, collect data, establish facts, and draw valid conclusions

Please submit your resume and three references to Kristy@intoyourhandsafrica.org.