Spring 2023 Development Intern

**Job Title:** Development Intern  
**Location:** Remote  
**Dates:** January 9 through May 5, 2023  
**Time Commitment:** 20-25 hours a week

AfriThrive is a non-profit organization dedicated to ending hunger through increased access to culturally appropriate healthy foods, youth skills development, and economic opportunity. Our programs and services are designed to disrupt the cycle of spending trade-offs between food and other critical necessitates that perpetuate food insecurity. By taking an integrated and holistic approach to pair food with other critical social determinants of health interventions, AfriThrive seeks to increase family stability. To date we have served over 1 million pounds of food to community members in need.

**Position Summary**

The development intern will work closely with the development team to support our development operations. The position offers the opportunity to be creative, strategic, and innovative. The development intern will have an exciting opportunity to learn and acquire experience writing winning grants, managing a grant database, and building relationships with new funders. This position will be remote with some in-person events and meetings, as needed. Successful candidates will receive an incentive payment of $1,500 for participation in the internship program and the commitment requires at least 20 hours a week. Preferred starting date is January 9, 2023, through May 5, 2023, but we have some flexibility on start and end dates.

**Responsibilities**

- Learn how to use a variety of grant databases to research and identify potential foundations and corporate grant opportunities relevant to our mission.
- Perfect the art of managing a calendar of grant opportunities – including deadline dates and a checklist of required documents.
- Acquire skills in research and how to coordinate event sponsorship opportunities.
- Learn about timely preparation and completion of communication and reports related to the grant process, including letters of inquiry, proposals, reports, and stewardship activities.
- Learn to develop development related materials and be a lead grant writer for a project of your choice!
- Other duties as assigned.
Desired Qualifications

- Undergraduate or recent graduate in Business, Marketing, Communications, Journalism, or related Undergraduate program.
- Demonstrated interest in Business, Marketing, Communications, Journalism, or related field, and have a strong desire to advance skills in fundraising, grant writing or development work.
- Strong analytical and critical thinking skills
- Strong communication, research, and presentation skills
- Exceptionally organized and extremely attentive to detail, with planning, and prioritization skills.
- Strong computer skills using Microsoft Office, working with databases including Google Sheets, Teams etc.
- High energy, highly motivated with a high degree of flexibility.
- The ideal candidate is a high performing self-starter and motivated individual with a passion to end hunger and the ability to complete projects in a remote work setting with minimal supervision.

How to Apply

If you are interested in this position, please email your letter of interest, resume, and contact information of two references to info@afrithrive.org. Please include Spring Development Intern on subject line.

Equal Opportunity Employer: AfriThrive is an equal opportunity employer. We strongly encourage applications from people of color, immigrants, bilingual and bicultural individuals. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.