

Development Intern

The Akilah Institute for Women

www.AkilahInstitute.org

Organization Description

The Akilah Institute is developing a new model of education for young women in Rwanda. The Akilah curriculum is a direct response to the needs of the business community and is a result of extensive research. Our initial diploma programs will provide young women with the skills and experience to become leaders in the hospitality industry, a rapidly developing sector of the Rwandan economy. The 2-year diploma program will be accredited by the Higher Education Council. The course work will emphasize leadership development, market relevant skills, and entrepreneurship.

The Rwandan government has demonstrated their support by providing existing school facilities and extensive agricultural land for the Akilah Institute. The campus will include the Akilah social enterprises, student-run businesses that generate income and ensure long-term sustainability. A total of 250 students will work in the Akilah ecolodge, restaurant and agricultural programs to gain more practical training. They will graduate with a deep understanding of the realities of running a small business. We will replicate this model around East Africa to provide a relevant and community-based solution to the challenges that women face in pursuing higher education.

We are currently located in the capital of Kigali, but we will relocate to Bugesera district after we finish renovating the campus (see www.AkilahInstitute.org/campus for more information). Students will participate in the operations of the campus and gain a strong foundation in skills such as culinary arts, hospitality management, and more. There are currently 50 students participating in our Foundation Year Program.

Position Description

We are looking for exceptional individuals with an interest in women's education and development. We are currently building our base of support within the United States and other countries to spread the message about Akilah. This is an opportunity to work with a young and dynamic organization and to create a foundation of engagement and excitement with volunteers and donors. Internships are available for undergraduate and graduate students who are available for at least 20 to 40 hours per week for at least 2-3 months. Start and end dates can be negotiated.

The Development Intern will work with the CEO and the Development Associate to establish and implement fundraising systems related to both foundation and grassroots financial support. Akilah will be moving into a new office in downtown Tampa in May.

Responsibilities:

- Conduct extensive research and identify prospective foundation, corporate and individual supporters and potential partners through online and library sources
- Assist CEO and Development Associate in the planning and development of a large US fundraising tour
- Create innovative and creative ways to engage and thank donors
- Maintain and update databases and press lists
- Work with the Akilah team in Rwanda to create new content for the blog and website
- Develop Akilah's presence on social networking sites
- Assist with projects as assigned by the CEO, COO, and Development Associate

Qualifications:

- A sincere interest in international education and dedication to the Akilah mission of providing high quality and market relevant education to young Rwandan women
- Strong writing ability and fluency in Microsoft Word, Excel, and Powerpoint
- Excitement and a positive attitude about working in a dynamic start-up environment
- Excellent written and verbal communication skills; detailed planning and organizational skills required
- Strong analytical skills, independent judgment, ability to multi-task, comfortable under pressure and able to meet deadlines while retaining a sense of humor
- Preferred: Previous experience in event planning or fundraising

*This position is unpaid, but Akilah can provide a small transportation stipend.

To Apply: Please send an email to info@AkilahInstitute.org with your resume and cover letter. We will review CVs on a rolling basis so apply ASAP.

Deadline: March 31st.

Academic Credit

Awarding academic credit for an internship is at the discretion of your college or university. However, we will assist you in providing appropriate information as your school requests. You should make all arrangements for earning credit prior to the commencement of your internship.