



Position Type: 40 hours/week, hourly, non-exempt, one-year paid internship

Position Duration: May 2018-May 2019

Compensation: \$12 per hour plus benefits

Reports to: Communications Coordinator

Required Travel: Local; opportunity for discounted travel to Rwanda at Development Associate's expense or personal fundraising

Position Summary

The Development Associate position is part of the Vision & Call Internship Program of the MJ Murdock Charitable Trust. More information about the Vision & Call program can be found [here](#). The goal of this program is "to assist college-aged students and recent graduates to consider their vocational direction while gaining meaningful ministry or work experience."

The Development Associate will gain valuable and varied experience in development through participation on Africa New Life's development team. This person will have ample opportunity to observe, participate and lead within the organization's overall development efforts.

Observe: The Development Associate will observe the work of the Executive Director and Director of Development in their relationships with key donors and partners. By attending meetings, scheduling appointments, and participating in phone calls, this position will get an in-depth look at donor relations.

Participate: By assisting with strategic administrative tasks, the Development Associate will develop an in-depth understanding of development and all of its components. He or she will participate in a wide breadth of projects including data collection, marketing and communication efforts, event planning, and more.

Lead: This position includes identifying a specific project within development to be planned, implemented, and evaluated over the course of the year.

Africa New Life Ministries will be looking for a candidate who can relate well with a variety of people, who has a desire to serve others in any given situation, and who will demonstrate initiative in bettering the organization.

The Development Associate will participate in the following areas of responsibility:

Donor Relations:

- Communicate with partners and donors in such a way that strengthens their relationship with Africa New Life
- Attend meetings with key donors and strategic partners

Marketing & Communications:

- Partner with Communications Coordinator to maintain and grow Africa New Life's food program
- Assist with marketing or fundraising campaign events

- Help manage website content

Development Project:

- Take the lead on a new project within the Development Department
- Learn about the identified project and develop a plan to improve its efficacy

Administrative:

- Answer donor/sponsor calls
- Set up appointments for the Director of Development to meet with high potential donors
- Manage the follow-up and correspondence after meetings involving the Director of Development

Professional Development:

- Attend Vision & Call fall retreat (usually first full weekend in October)
- Complete all required assignments and surveys for Vision & Call Internship Program
- Attend monthly workshops with other development staff to gain skills and grow capacity

Qualifications:

- Must agree with Africa New Life's [Faith Statement](#)
- Bachelor's degree; nonprofit management, marketing or communication studies a plus
- Self-starter, intuitive problem solver
- High attention to detail
- Proficiency in Microsoft Office Suite
- WordPress skills a plus
- Excellent verbal and written communication skills
- Ability to organize and prioritize work
- Ability to juggle a variety of responsibilities and details simultaneously
- Excellent interpersonal skills

To apply: we will accept resumes and cover letters until April 29, 2018 but we will begin reviewing materials as they are submitted. Please send resume and cover letter to Emily Carminati at emily@africanewlife.org.

ANLM does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.