

Indego Africa Development Associate

Indego Africa has an immediate opening for a part-time Development Associate. This position will report to Indego Africa's Development & Communications Director and assist primarily with grant writing and reporting for private foundations, government agencies, and corporations. The Development Associate will also help research new prospects, coordinate the grant application process, manage proposals, and maintain Indego Africa's donor database. Other development activities include donor cultivation support and coordination for fundraising events and campaigns.

We are looking for the right person to begin on a part-time basis (\$18/hour) with the opportunity to grow into a full-time salaried position with Indego Africa.

Qualifications:

- Values-driven and committed to Indego Africa's mission to empower artisan women in Rwanda & Ghana
- Quick learner
- Excellent writing skills, including the ability to target, draft, edit, and polish fundraising materials such as proposals, reports, and cultivation materials
- Attention to detail and strong editing skills
- Impeccable follow-through, handling multiple assignments and ability to meet deadlines
- Knowledge of fundraising information sources and prospect research
- Knowledge of basic fundraising techniques and strategies
- Proficiency in Microsoft Office and fundraising database systems (Salesforce preferred)
- Some grant writing experience preferred
- Team player with willingness to pitch in where needed

Responsibilities:

- Reporting to the Development & Communications Director, the Development Associate will:
 - Write compelling proposal narratives, LOIs, applications, and grant reports for Indego's portfolio of grantors
 - Prepare supporting documents, including program budgets, financials, and survey data, for grant proposals and reports
 - Conduct prospect research to identify new funding opportunities, cultivate potential donors, and solicit new grants
 - Ensure a strong pipeline of new foundation and corporate prospects through ongoing research
 - Help manage the grants calendar and ensure that proposals, reports, and other requirements are submitted on time and grant opportunities are adequately tracked
 - Understand the organizational history and current needs of Indego Africa, as well as the focus areas and priorities of various funding entities, and craft proposals that explicitly connect the two
 - Help maintain current donor records in database and update new records accordingly
 - Support stewardship of current donors, including written updates and other communication materials as requested
 - Participate in planning and implementation of development events and campaigns
 - Perform other duties as assigned

To Apply: Please email jobs@indegoafrica.org with (a) your resume and (b) a thoughtful cover letter. Your name and the title of the position must be in the title of your attached documents. No phone calls please.