Community Leaders Internship Program
Role Description

<table>
<thead>
<tr>
<th>MCW Global Affiliate:</th>
<th>Miracle Corners Rwanda (MC-Rwanda)</th>
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<tbody>
<tr>
<td>Internship Main</td>
<td>MC-Rwanda Country Manager</td>
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<td>Supervisor:</td>
<td>Kigali, Rwanda</td>
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<td>Preferred Starting</td>
<td>May 2020</td>
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<tr>
<td>Month:</td>
<td>4 Months (3 on site, 1 month remote)</td>
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Main Purpose and Scope of the Job

MC-Rwanda aims to bring an intern on-board to support the team with the development and initial implementation of the Country Office fundraising plan.

The intern will work collaboratively with the MC-Rwanda team in identifying and pursuing relevant funding opportunities that are likely to address the organizational funding gap as per the organization’s ambitious strategic plan for growth. The intern will provide support to MC-Rwanda initiatives to rebrand its corporate image and visual identity as part of the fundraising efforts.

This internship is ideal for an alumnus who would like to pursue a career in Development / Resource Mobilization in the not-for-profit sector, or who would like to gain experience in strategic partnership development.

Role Description

Main Roles and Responsibilities:

Under the supervision of the Country Manager, the intern will be responsible to:

- Support MC-Rwanda in the development of the annual fundraising plan
- Collaborate with the Country Manager and the Program Officer cultivate new strategic partnerships with leading institutional donors and development partners;
- Play a leading role in the implementation of the annual fundraising plan;
- Assist in identifying, engaging, and securing support from potential development partners, donors or like-minded organizations operating in the socio-economic transformation area;
- Prepare relevant policy documents, required reports, briefing notes and operational guidelines needed by potential donors or supporters;
- Participate in the development of compelling written materials, including letters of intent and concept notes, and contributing to the proposal writing process;
- Oversee quality control on all written fundraising materials and donor reports.

Qualifications and Education Requirements:

- Must have successfully completed Young Leaders Access Program (YLA);
- Must be available for the complete internship period of 6 months;
- Must have prior relevant experience of working on community initiatives and development projects;
- Must be well-aware of MCW Global’s vision, mission and overall programs;
● A University degree (or in progress) in social sciences, development studies, project management, international relations, Communication, or any relevant related field;
● Experience and understanding of strategic fundraising for international development;
● Very strong writing and oral communication skills;
● Must have a good command of the English language; Knowledge of French would also be an added advantage.

Preferred Skill-set and Attitudinal Mindset for the Job:

● Should be willing to come out of his/her comfort zone, open to taking up challenges and should have a knack to learn and grow
● Must be clear in identifying his/her Personal Development Plan (PDP) and what does the applicant want to achieve from the internship
● Should be comfortable in a diverse team including working well with team members located in multiple time zones and countries
● Should have a positive attitude and ability to work within a team environment are essential
● Should be willing to uphold MCW values as outlined in the Constitutions of the Organization
● Highly effective and versatile interpersonal and communication skills—both written and oral
● High level of professionalism, including being conscientious and efficient in meeting commitments, observing deadlines, and communicating in a timely fashion
● Proven ability to work independently, manage multiple priorities and be detail oriented
● Willingness and ability to travel to various locations as per the need of the work

Preferable Measurable Outcomes for both the Organization and the Intern:

● A strategic fundraising plan is developed and in place;
● A learning report highlighting at least 3 learned skills is submitted;
● At least 6 requests for funding proposals are submitted;
● A Personal Development Plan indicating key areas of intern is interested in, is submitted.

About Bugesera District

With a total surface area of 1337 Km², Bugesera district is recognized for its opportunities to achieve economic transformation due to the strong potential of young people. The increasing lack of basic employable skills among the population, particularly youth and girls, impedes on the District’s efforts to achieve its transformation goals. Bugesera district is one of the 7 Districts that constitute the Eastern Province in Rwanda. It is composed of 15 Sectors, 72 Cells and 581 Villages. The average size of land cultivated per HH is 0.59ha. Its total population is estimated of 363,339 people (177,404 males and 185,935 females) [General population census, 2012]