



Community Leaders Internship Program Role Description

MCW Global Affiliate:	Miracle Corners of Rwanda		
Internship Main Supervisor:	Olive Safari (MCR Country Manager)	Primary Location:	Remote and Bugesera, Nyamata
Preferred Starting Month:	May 2022	Internship Duration:	4 months
Mode of internship:	Hybrid (both field and remote based internship)		
If selected hybrid, please mention the month(s) of “in person/field” internship:	June: Field July - September: Online	At least how many hours/week should the intern commit to during remote internship? (For example, full time is 40 hours / week)	During remote: 25 - 30 hours / week During in-field: 40 hours / week

Main Purpose and Scope of the Job: Resource Mobilization

Working closely with the Country Manager, the intern will support the proposal-writing efforts and provide necessary support in grant writing and corporate proposals. S/he will strengthen donor and partner engagement, reporting and reporting capacities to ensure the highest award management and donor reporting quality. S/he will support the implementation and coordination of Grant Acquisition & Management processes including consortium establishment etc.

Role Description

Main Roles and Responsibilities:

- Support the Country Manager in the development of the annual fundraising plan and highlight specific annual resource development targets and strategies on how to accomplish them to fulfill MCR's strategic objectives and program priorities
- Identify funding opportunities among institutional donors, professional foundations, corporate, and individuals
- Support MCR's efforts to prepare successful grant concept notes and proposals in collaboration with relevant departments
- Develop materials (Program/project briefs etc.) that can be adapted to/for different target/purposes to support resource mobilization
- Contribute to an existing database of potential donors, mapping and matching funding priorities with MCR programs
- Support in the drafting, editing, and submission of grant concept notes and proposals and other aspects of solicitation concerning the funding of operations and programs.
- Identify programs/projects with the most outstanding resource support capacity through foundations or institutions and identify and articulate methods to improve projects to increase interest from potential donors.
- Support in writing winning proposals and high-quality reports and partnership engagement through modeling, coaching, and appropriate training opportunities.
- Support all MCR Program and fundraising events.

Activities that will be conducted during “in-person” internship:



- Provide necessary support in concept notes writing and grant application
- Create a template for proposals
- Search different online grant opportunities
- Meet potential partners
- Review our database of resource development

Qualifications and Education Requirements:

- Must have successfully completed Fellowship or Conference
- Must be available for the complete internship period
- 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
- Have a bachelor's degree in Resource development or other related fields; having a Master Degree will be an added value

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
- Must have organization and planning skills
- Communication skills (ability to create innovative, inspiring messages for donors and sponsors)

Preferable Measurable Outcomes for both the Organization and the Intern:

- One database developed
- 5 Concept notes written
- One fundraising strategy developed
- 3 experiences acquired by the interns

About MCR (Bugesera District, Rwanda)

Miracle Corners Rwanda is based in Rwanda; specifically in Eastern Province; District of Bugesera; Sector Nyamata; cell Kayumba ; Village Kayenzi. This town is located in Eastern Province of Rwanda just about 45 drive from Kigali International Airport. (41km)

Submitted By:	Country Manager, MCR	Date:	Dec 23, 2021
Approved By:	Director, Strategy and Impact	Date:	Jan 18, 2022