**Grants Researcher intern**

|  |  |
| --- | --- |
| **Organization Name** | AMAHORO IWACU GRASSROOTS IMPACT NETWORK |
| **Employer website** | www.aiginet.org |
| **Job Location** | New York |
| **Type of job** | Volunteer, internship |
| **Salary/Incentives** | Unpaid unless and until sufficient funding can be acquired (we would really like to make this a paid position). This internship is an excellent opportunity to gain or apply experience in non profit management. In addition, at the end of the internship, the selected candidate will be offered an opportunity to join the 2016 AIGINET’s annual community service & cultural exchange initiative in Rwanda and connect with resilient communities who are the inspiration behind our work |
| **Job title** | Strategic partnerships and advocacy intern |
| **Duration** | 6 months |
| **Starting /Expiration dates** | 1st July – 31 December 2015 |
| **Application deadline** | 15 June 2015 |
| **Contacts information** | Name: Claire UmubyeyiAddress: 415 Argyle RoadBrooklyn NY 11218Email: mclaire-umubyeyi@aiginet.org |
| **Application instructions** | Please apply online using this form and attach a motivation letter and the following background information: proof of school enrollment or degree; 2 recommendations letters and resume  |

**Background**

AIGINET is not profit organization dedicated to improving the social and economic welfare of women and youth and vulnerable communities and promotes social innovations in education and health to contribute to sustainable development and peace. AIGINET builds relations with grassroots organizations and implement target oriented initiatives to improve the welfare of these communities. The programs led by AIGINET involves integrated socio-economic empowerment, cross cultural exchanges initiatives to promote culture preservation, unity and peacebuilding. AIGINET follows the community driven development approach wherein grassroots partners identify their needs and participate in planning strategic interventions that contribute to transform their lives especially the most vulnerable. Through advocacy and networking, AIGINET identify opportunities for building strategic partnerships with other like-minded entities, foundations, private sectors and private individuals interested in making a visible impact at the grassroots levels to transform the lives of children and women, especially the most vulnerable.

The organization currently work with two women grassroots organizations based in Huye and Gisagara of the Southern Province of Rwanda: Duhozanye: a women organization of 330 survivors and orphans of the 1994 genocide against Tutsi; 2) Adar Tubahoze: a center for people with special needs currently serving 30 children and adults affected by mental and physical disabilities and those living with trauma of the 1994 genocide.

In January 2015, AIGINET led a needs assessment to take stock of current challenges faced by the above grassroots entities in an effort to identify possible strategic solutions that will advance the missions of the local partners. In this connection, AIGINET’s 2015-2017 action plan targets to reach 3 key objectives and outputs:

|  |  |
| --- | --- |
| Output | Timeframe |
| 1. Strengthening AIGINET’s resource base for its operational activities
 | 2015-2017 |
| 1. The welfare of children of Adar is improved through healthcare and economic empowerment initiatives
 | 2015-2017 |
| 1. The welfare of elderly survivors of Duhozanye is improved through healthcare service and economic empowerment initiatives
 | 2015-2017 |

AIGINET is currently seeking the support of an intern or volunteer with the desire to contribute to a meaningful cause to be involved in our grants research and grant writing work. The individual will provide essential research for the development of our grant application strategy and support the production of grant proposals.

Roles and Responsibilities

Under the direct supervision of the Director and in collaboration with members of the board, the intern will perform the following tasks

* Researching available and applicable grants for social innovation projects and implementation of target oriented initiatives led by AIGINET
* Data entry and time-lining for grant proposals
* Research retrieval and compiling background material for grants proposals
* Draft of letters of inquiry and full grant proposals for submission

**Expected Deliverables**

Securing applicable potential grant opportunities for the following key projects:

1. **Strengthening AIGINET’s resource base for operational activities**
2. **Grant to improve the social economic welfare of children with mental and physical disabilities at ADAR TUBAHOZE**
3. **Grant for establishment of “BABEHAFI: a multifaceted project for elderly care in Duhozanye**

 **Qualification**

* Goal driven graduate student international relations, business administration, political science, non profit management or any other related academic fields;
* Experience in management of grants in non profits organization or a desire to gain such experience
* Excellent coordination and organizations skills are essentials;
* Strong research and analytical skills;
* Ability to self-motivate, stay on task and work independently
* Display initiative, sound judgment, problem solving skills;
* Demonstrate ability to work harmoniously with people from different cultural backgrounds.