



Communications and Development Intern Position Description

Kakenya's Dream seeks to empower and motivate young girls through education to become agents of change and to break the cycle of destructive cultural practices in Kenya, such as female genital mutilation and early forced marriage. These future leaders will improve their community, their nation, and the world. We challenge ourselves to come up with the best educational system for young African girls and we promise to share our models with others.

Dr. Kakenya Ntaiya is a leading advocate for girls' education and empowerment. Surviving female genital mutilation and avoiding an arranged marriage as a child, Dr. Ntaiya went on to become the first woman from her community to go to college in the US. She founded Kakenya's Dream to continue paving the way for the next generation of women leaders in her community.

Kakenya's Dream is seeking a paid communications and development intern for the spring semester to support external communications and fundraising, and ensure that in-house operations run efficiently and effectively by supporting the administrative staff as needed. This person will contribute as an active member of cross-organization teams, working collaboratively with other staff to advance program and organizational goals.

This person must be detail-oriented, creative, and a strong writer, and should be interested in working in a fast-paced environment in a mission-focused organization. This position will help tell and share the story of our work, our girls, teachers, and wider community in Kenya with our global audience.

Responsibilities

Development Support (50%)

- Conduct prospect research on individual and institutional funders.
- Work with the development team to support individual giving fundraising efforts, including incorporating student stories into written fundraising campaigns, drafting appeal language, and developing content for funder reports.
- Assist development team with fundraising campaign mailings.
- Conduct relevant research to bolster grant applications and for compelling communications and grant narratives.
- Assist with donor stewardship, including updating donor info and mailing thank you cards, and with gift processing, such as printing and mailing acknowledgement letters.
- Support outreach and travel logistics for upcoming fundraising events or trips as needed

- Other development and fundraising tasks as requested.

Communications Support (40%)

- Draft 1-2 blogs each month for the website.
- Maintain a blog topic bank.
- Assist with day to day social media content creation focused on thought leadership and program updates from the field.
- Create weekly round-ups of relevant global news and issue reports for staff.
- Support content creation, planning, and execution for campaigns as needed.

General Admin (10%)

- Sorting files, data entry and quality control, etc.

Qualifications

Required:

- Current or recently graduated undergraduate or graduate student.
- Strong written and verbal communication skills.
- Creative writing/storytelling and social media experience.
- Self-starter with the ability to work independently with minimal supervision and take ownership of certain projects.
- Ability to meet deadlines and manage multiple priorities.
- Sense of humor and ability to work in an ever-changing and fast-paced environment.
- International experience or knowledge, especially related to East Africa, education, violence against women/girls, and/or empowering girls preferred.

Additional Desired Qualifications:

- Cultural sensitivity and basic understanding of child protection mechanisms and standards as it relates to external communications.
- Nonprofit and/or fundraising background.

Position Details

- This internship will be hybrid in-office and remote. Must be able to commute to our office in Arlington, VA, U.S.
- Approximately 20 hours per week. Schedule can be flexible pending supervisor approval, but must be during regular business hours and consistent week to week.
- Start and end dates are flexible, roughly January - May.
- \$16.10/hr compensation
- Please email resume, cover letter, and a creative writing or blog sample to jobs@kakenyasdream.org. Please title your subject line: "Internship, Your Name."
- Applications are accepted on a rolling basis.

Kakenya's Dream is an equal opportunity and affirmative action employer committed to providing equal employment opportunities to all persons without regard to race, color, religion, national origin, gender, marital status or sexual orientation. For more information, please visit us at www.kakenyasdream.org.