



Nonprofit Management Intern

April-August 2023

Ouelessebougou Alliance is a non-profit organization based in Utah working in partnership with villagers to transform the quality of life in the Ouelessebougou region of Mali, West Africa by delivering sustainable programs in health and education. For more information visit: www.lifteachother.org

The Alliance is seeking an intern to support our fundraising, grant writing & reporting, program evaluation, and budgeting efforts. This internship is an excellent opportunity to experience the various aspects of nonprofit management while working for a great cause.

Description of Internship Duties:

- Support grant research, writing, and reporting
- Create and submit reports for our Global Giving platform
- Work with our team in Mali to collect and organize data and prepare plans for future data collection
- Support the planning and organization of our End of Year fundraising campaign strategy
- Support and participate in donor management and thank you letter writing
- Support the planning and preparation of a donor appreciation event
- Assist in Website organization and revamp
- Support in the 2023 Gala Event wrap-up and begin planning for the 2024 Gala
- Assist in preparing the FY2024 budget for approval
- Update and maintain aspects of our annual fundraising plan
- Assist in creating and fundraising-focused social media posts

Qualifications:

- Enthusiasm for the mission of Ouelessebougou Alliance and humanitarian work
- Comfortable making solicitations, sales and event experience preferred but not required
- Self-motivated and dependable with ability to work independently
- Committed to finishing projects and requirements of internship
- Ability to take initiative and work independently as well as in a team environment
- Experience working remotely is preferred
- Excellent communication and organizational skills
- Strong computer skills including Microsoft Office programs, Google Docs, and social media
- Experience with data collection and program evaluation is a plus
- Experience in photography and graphic design is a plus
- Interest in nonprofit management
- Must have personal computer and phone
- Masters student preferred

Location: Remote work with occasional in-person meetings.

Schedule: Internship start dates are flexible. Start date after April 24, 2023 and end date before August 31, 2023. This position is remote with occasional in-person meetings in Lehi, UT. Must be available to work 15-20 hours per week. Work hours are flexible, but must have some overlapping hours between 9:00am - 5:00pm to be able to coordinate and work with our other staff members.

Salary: This internship is unpaid, but we will work to provide a stipend upon the successful completion of your internship. We will also work with students to meet requirements for academic credit.

To Apply: Email resume and short cover letter to info@lifeteachother.org explaining why this opportunity interests you. **Subject: OA Nonprofit Management Intern**

Applications due by March 10, 2023 - Interviews conducted on a rolling basis.

Benefits: We provide a flexible work schedule while working with a committed staff, board of directors, and other volunteers. We care about your experience and want you to get as much benefit and satisfaction while working with us as possible. You will leave this internship with skills you can include on your resume. This position will be fun as well as challenging and you will be supported by your manager as well as the board of directors.

Equity Statement: The Alliance endeavors to provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status, or any other characteristic protected by applicable federal or state law. This policy applies to all terms, conditions, and privileges of employment and the application of all policies of the Alliance.