



Impact Interns: Summer 2021

Organization Information

Organization Name:	ROOTS Africa
Address:	ROOTS Africa Inc 7878 Diamondback Dr. College Park MD 20742
Website:	http://roots-africa.org
Organization Description:	ROOTS Africa is a non-profit venture whose mission is to combat hunger and poverty in Africa by connecting academic institutions and experts in the US to farming communities in Africa. We have a vision to connect the world by engaging students and agricultural experts who provide voluntary technical assistance to local farming communities in Africa. ROOTS Africa promotes and leverages collaborations between academic institutions to strengthen agricultural extension services, promote value-added agriculture, encourage entrepreneurship, enhance youth engagement in agriculture and increase the productivity of local farmers in Africa.
Intern Supervisor: (Name, title, email)	Cedric Nwafor, Co-founder, & Executive Director, ROOTS Africa. nwafor@roots-africa.org

Position Description

Internship Time Period (include projected dates):	<input checked="" type="checkbox"/> Summer 2021 Internship dates:
Hours Per Week:	20hrs
Number of Weeks:	10 weeks
Undergrad/Grad Intern eligibility:	<input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Internship Description and Duties:	<ul style="list-style-type: none"> This intern will join us to develop our donor management and relationships platform. As a young organization, we are still building this database and creating a platform where we can interact and keep track of donors.



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	<ul style="list-style-type: none"> ● Identify relationships for prospective strategic partnerships and organizational funding, including donor corporations, foundations, and individuals ● Assist in creating materials needed for donor solicitation, including letters, electronic presentations, and informational packets ● Help with implementation, event planning logistics, and follow-up for all fundraising projects, including Annual Appeal, member events, and special projects ● Ensure accuracy of all member and donation information entered into our database, update contacts, and member information, and maintain up-to-date records of interactions and relationships with donors and prospects ● Execute prospect research and donor tracking activities, including but not limited to developing lists of and researching prospective donors, preparing profiles on current and prospective donors, and creating donor lists for online & print campaigns
<p>Description of long-term project the Impact Intern will lead or substantively contribute to:</p>	<p>As our Donor Relations Intern, you will help launch fundraising campaigns and giving opportunities, cultivate and deepen relationships with our donors and prospects, and maximize our giving and volunteer potential. You will also research organizational candidates for funding and potential partnerships, and help us expand our circle of influence.</p> <p>The intern will play a critical role in coordinating and leading our effort to launch our \$100,000 fundraising campaign. This campaign will be the foundational fundraising event for the organization to ensure that we have the resources to implement our projects for the upcoming year. They will be an integral part of developing</p>



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	the strategy and implementation plan for the entire campaign.
Qualifications and/or skills desired:	<p>We are looking for a donor relations and communications intern, and the ideal candidate will work on improving the relationship with donors, by communicating effectively, reaching out and re-organizing our donor relation database, utilizing, researching, and recommending donor management software, and coordinating messaging for outreach.</p> <p>Here is what we are looking for in the ideal candidate:</p> <ul style="list-style-type: none"> ● Love, and excel at, building processes from the ground up. Attention to detail, strategic thinking, and strong organizational and interpersonal skills are essential. ● Feel comfortable working in an entrepreneurial environment where not all of the questions have been answered. You should bring a fine-tuned sense of when to take initiative and work independently, and when to ask for help. ● Have a can-do attitude, the ability to improvise and implement solutions, and stellar follow-up and follow-through skills. You'll be working on a small team making a big difference in the world. ● Are excited about helping us build tools and programs to eradicate hunger and poverty in the world? Show us your passionate commitment to equity and economic justice!
This position requires specific clearances, background checks, or specific documentation upon hiring. Please list requirements or write Not Applicable.	No
The following information is required from the intern:	<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other: _____



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Interviews will be conducted via the following methods:	<input checked="" type="checkbox"/> Zoom <input type="checkbox"/> Google Hangouts <input type="checkbox"/> WebEx <input type="checkbox"/> Other: _____
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