Organization Description:
UgWO (the Uganda Women’s Organization) fosters, promotes, and supports promising young Ugandan women from underprivileged backgrounds.

The organization was founded by Eunice Ajambo, a young Ugandan woman who saw many young women like herself in Uganda who had great potential but, for lack of know-how, support and opportunity, were all too often unable to realize their goals.

UgWO uses a two-pronged approach to female empowerment. UgWO works with two groups of young women between the ages of 15 and 30 from underprivileged backgrounds: emerging and gifted students who are preparing to enter the working world, and more established community leaders. In targeting both groups, UgWO links them together to provide those from the first group with role models and those from the second group with a pool of talent.

The primary goal of its work with young women in school (EmW), is to promote empowering mindsets, by supplementing formal education, with other “softer” skills that increase their capabilities. Activities include: training in personal leadership development and civic education; opportunities for job shadowing and placement; mentorship; scholarships and advocacy. These programs help young women bridge the large gap between formal education and other skills needed for survival in society.

The primary goal of its work with women, who are already community leaders (EsW), is the enhancement of their entrepreneurial and business skills so that they may run and manage sustainable, viable projects and businesses (SMEs) that increase their assets and help improve the livelihoods of their families and communities. Activities in this area include entrepreneurship coaching and training to develop and run community projects in high growth sectors of the country’s economy.

UgWO envisions a Uganda in which young women have the skills, resources, and opportunities to maximize their potential to become productive members of society.

Position Description:
UgWO is seeking a Fundraising and Development Fellow to establish a dynamic fundraising program for our growing organization. The Fundraising and Development Fellow will create and help execute strategies to raise funds for all programs in close collaboration with the organization’s founder, partners, and volunteers and in alignment with UgWO’s mission. The Fundraising and Development Fellow will develop useful project management, research and writing skills while gaining an in-depth understanding of non-profit fundraising. A successful candidate will embrace the role of Fundraising and Development Fellow in support of the mission of UgWO, while handling the details of tasks and projects with an intrinsically-motivated and positive spirit. Flexibility and adaptability are essential as UgWO is in a nascent organization.
Responsibilities:

• Create a diversified fundraising plan to stimulate and guide UgWO's growth as an organization
• Help implement the fundraising plan to stimulate and guide UgWO's development
• Research and identify potential individual, corporate, and foundation supporters
• Maintain records and track donations
• Draft emails, thank you letters, and solicitation letters
• Manage in-kind donations
• Develop concepts for special events to develop relationships with donors
• Develop, manage and update donor materials
• Develop strategies to stimulate and guide UgWO's growth as an organization

Required Qualifications:

• Eagerness to be creative and take initiative on new ideas and projects
• Strong research, analytic, writing and communication skills, detail-oriented, reliable, and organized
• Strong interpersonal skills - innovative, creative, resourceful, independent and professional
• Interest in international development and knowledge of women’s empowerment
• Prior fundraising experience or an informed interest in learning the skill set

Preferred Qualifications:

• A liberal arts education with course work in the social sciences
• Experience in resource mobilization for non-profit and international development
• Proficient in Microsoft Office (Word, Excel, and PowerPoint); social media networking skills
• Knowledge of grant-making organizations
• Experience with Microsoft Access for Non-Profits or a similar program is strongly preferred
• Experience with Foundation Directory Online or a similar program is strongly preferred

Living Conditions:
Fellows are encouraged to contribute to living expenses including housing, transport, communication and food as this is an unpaid position. They must have health insurance.

How to Apply:
Submit a resume & cover letter via the Tunnel by Thursday, February 20th. Once you login to the Tunnel from the Career Center homepage, search for “UgWO” under the “Employers” tab. The cover letter can be addressed to:
Eunice Ajambo
The Uganda Women’s Organization (UgWO)
P.O Box 12553
Kampala, Uganda