



Nyamata, Rwanda | www.earthenable.org | info@earthenable.org

- Job Title:** Grants Associate Intern
- Company:** EarthEnable, Incorporated
- Reports to:** Grants Manager
- Location:** Rwanda, Kenya, or Uganda.
- Timeframe:** This position will start as a 6 month internship. Successful interns may be hired full-time.
- Salary:**
- How to Apply:** Fill out the form [here](#)

Who We Are

At EarthEnable, our clients deserve our very best, that work should be fun, and the best ideas could come from any part of the company. We celebrate each other's wins, learn from our setbacks, and are deeply proud of the impact we make every day. We believe a home that doesn't make you sick means more than living disease-free. It means pride and dignity in the place our customers most treasure: their homes. Being a part of our team means more than building housing products: it means building an organization and building a better future for rural families.

What We Do

EarthEnable is transforming the way people live, by making homes healthier for families across rural Africa. The vast majority of African families live in homes with dirt floors and mud walls that are dusty, unsanitary, and fertile breeding grounds for parasites and germs. These homes are also structurally unstable and increasingly unsafe due to heavier rains induced by climate change. While upgrading a dirt floor, mud wall, or full home has significant health benefits (e.g. a clean floor reduces diarrhea by 50% and parasitic infections by 80%), conventional building materials like concrete are unaffordable for many who need it, and very environmentally unsustainable (e.g. concrete is responsible for 8% of global carbon emissions!)

EarthEnable addresses this pressing and ubiquitous problem by selling high-quality sustainable housing products that are 80% cheaper than concrete with 90% less embedded energy. Our housing products (earth floors, earth plasters, and earth blocks) are already prevalent in modern homes in the United States and are composed of natural materials (gravel, clay, sand, and laterite). EarthEnable trains and hires local masons to install the floors which are sealed using a proprietary drying oil that makes them waterproof, strong, and polished. In our first 10 years of operations, EarthEnable has installed nearly 30,000 floors and plasters in schools and homes, impacting ~200,000 individuals, and created livelihoods for nearly 1,000 people.

About the Role

EarthEnable is looking for someone with exceptional writing skills who can craft captivating grant applications and insightful donor reports, as a key contributor to EarthEnable's Grant Management

Operations. EarthEnable's Grants Intern will support the Grants Manager and COS to help EarthEnable shape the future of rural housing and health. The interns who show high potential for growth in the role will get the chance to advise and support the Grants Manager and COS in developing a fundraising strategy, develop and execute fundraising campaigns, and liaise with internal and external stakeholders. The successful candidate will be an ambitious, hard-working, and passionate individual who possesses a strong sense of social mission, thrives in a fast-paced, start-up environment, excels at working autonomously, and demonstrates an unparalleled ability to multi-task while being detail-oriented. No previous grant-writing experience is required. The Grants intern must be motivated to learn and grow during their time in the role.

Specific responsibilities of the role will include:

- Writing well-designed grant proposals that compellingly address grant criteria.
- Writing grant reports to donors, with support from the Grants Manager.
- Visiting field operations in Rwanda, Kenya, and Uganda to accurately and effectively communicate our impact.
- Assisting the Grants Manager in developing fundraising strategies, including conducting online research to find new grant opportunities.
- Providing support in copy editing as well as upskilling other employees and new hires in writing skills
- Assisting the Grants Manager in other tasks as needed.

The successful candidate will have the opportunity to grow further in the role, and may take on the following responsibilities:

- Developing relationships with potential partner institutions and leveraging them into institutional sales
- Reaching out to potential donors to set up phone calls or meetings and having initial conversations on funding
- Managing a cadence of personalized donor communication
- Ensuring seamless potential and existing donor visits
- Working closely with finance to ensure current restricted and unrestricted grants are managed properly
- Assisting in the development of grant budgets and financial reports
- Ensuring that the Board of Directors, funders, and other key stakeholders get frequent updates about wins and worries, along with dashboards of key metrics
- Assisting on special projects to improve the organization, efficiency, and fundraising potential of the company as needed.

Qualifications:

- Strong skills and demonstrated experience with writing
- Verbal communication and teamwork skills
- Strong research skills
- Experience using Excel for data organization and the ability to locate, structure, and analyze data effectively.
- Proficiency in Google Workspace tools for collaboration and productivity.
- Experience with financial reporting, budgeting, and Salesforce would be an added advantage
- Ability to learn new concepts quickly
- Detail-oriented and able to multitask
- Positive attitude, self-starter, entrepreneurial spirit, sense of humor, and willingness to learn new things
- Commitment to excellence and outstanding work ethic

- Resourcefulness and creative problem solving
- Strong alignment with EarthEnable's values:
 - Take pride in our impact on health. Work passionately to change the way people live.
 - Set the bar for customer care. Exceed their expectations every step of the way. o Work hard and work together to achieve our most ambitious goals and dreams.
 - Be resourceful and responsible with money; our impact depends on it. o Treat everyone with fairness, empathy, and concern with which we expect to be treated.
 - Trust each other to have the humility to support and the vulnerability to be supported.

To Apply: Click [here](#) to fill the application form.