



NAHDET EL MAHROUSA

## **JOB VACANCY**

### **Nahdet El Mahrousa**

#### **Title: Business development intern**

#### **About Nahdet El Mahrousa**

Nahdet El Mahrousa is a non-profit non-governmental organization that seeks to make a positive impact on Egypt's cultural, economic and social development through activating and engaging Egyptian young professionals in the country's public work arena and decision-making. NM achieves this through the cultivation and incubation of innovative social enterprises and development projects until they are independent and successful national models. NM also hosts a lively intellectual forum, both virtual online and through a lecture series, where NM members can share resources, ideas, information, and opinions about development practices. NM is also involved in several partnerships aiming at informing public debate and policy in Egypt. Under its incubator, NM currently incubates several active projects in the areas of youth development, economic development and arts & culture development.

**Position Title:** Business Development Intern  
**Position Location:** NM Office, downtown Cairo

#### **Responsibilities include the following:**

The business development intern will work with NM Business development officer on activating and engaging NM Network, fundraising and outreach events activities. The BD intern will support a variety of marketing, public relations and fundraising associated tasks. It's a small team in a small and dynamic Organization, with lots of opportunities to get involved in a wide range of business development activities. The post provides an excellent opportunity to gain direct "hands on" experience

#### **I. NM members & Network Mobilization;**

- Compile members applications ,updating member records and organizing member data
- Help design and coordinate special mailings to members
- Assist in developing strategies for utilizing members & NM network
- Match NM needs with NM Members qualifications by suggesting list of names to project leaders, directors in need of members' support.
- Lead and track efforts to cultivate members and develop their understanding of NM vision

#### **II. Fundraising**

- Funds database management

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Nahdet El Mahrousa NGO Registered with the Ministry of Social Solidarity, Registration # 5435 in 2003

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[www.nahdetmasr.org](http://www.nahdetmasr.org)

- Assist in writing / editing grant proposals
- Distribute opportunities to NM Social Enterprises
- Assist in analyzing overall needs at NM whether organizational or project-based
- Research new donors and partners

### **III. Outreach and events planning**

- Assist in coordinating events and being on site to help run events
- Assist in finding speakers in topics of interest to NM Members and Network
- Write/Compile the needed information for events announcements/marketing
- Design/layout event newsletters/announcement
- database entry for events, outreach, registrations, donations, and contact lists
- Coordinate with NM media and public relations officer in inviting media
- Event documentation and Follow up
- Write/Edit/Compile summary articles of the Event for the website, blog and social media

#### **Qualifications**

- Excellent written, oral and interpersonal communication skills in both English and Arabic
- Creative, some graphic design experience helpful
- Ability to follow direction, be self-directed and also work well as a member of a team.
- Strong analytical, problem-solving and organizational skills
- Personable, outgoing, self-starter with ability to work on own
- Proficient in Microsoft Word, PowerPoint, Excel, Publisher
- Detail oriented and works to deadline
- Interest in helping people and learning about the nonprofit industry
- Strong personal interest in Nahdet El Mahrousa's mission
- minimum 3-months commitment

#### **Benefits:**

- To increase the student's knowledge and abilities in nonprofit business development in preparation for a career in the field.
- Gain work experience in a successful non-profit organization.
- Develop professional skills implementing a volunteer program.
- Gain professional contacts.
- NM offers a comfortable, creative work environment that welcomes diversity.
- This is an unpaid part-time internship
- Estimated weekly hours are 10- 15 hours per week

Interested candidates should email their CV to [ejobs@nahdetmasr.org](mailto:ejobs@nahdetmasr.org)