HARVESTPLUS VACANCY ANNOUNCEMENT
# 21-109
LOCALLY RECRUITED POSITION

TITLE: EXTERNAL AFFAIRS INTERN
LOCATION: WASHINGTON, DC
REPORTS TO: EXTERNAL AFFAIRS COORDINATOR
POSTING DATE: FEBRUARY 16, 2021
CLOSING DATE: OPEN UNTIL FILLED

BACKGROUND
HarvestPlus improves nutrition and public health by developing and promoting biofortified food crops that are rich in vitamins and minerals, and providing global leadership on biofortification evidence and technology. HarvestPlus is part of the CGIAR Research Program on Agriculture for Nutrition and Health (A4NH). CGIAR is a global agriculture research partnership for a food secure future. Its science is carried out by its 15 research centers in collaboration with hundreds of partner organizations. HarvestPlus is based at the International Food Policy Research Institute (IFPRI) and collaborates with multiple CGIAR centers and partner organizations.

PROFESSIONAL GROWTH AND DEVELOPMENT OPPORTUNITIES
Under the guidance of Katrina Boyd, External Affairs Coordinator, the intern will join HarvestPlus to provide support to the External Affairs Directorate. The internship provides the opportunity to develop the following skills/knowledge within the context of an international research and development organization:

- Contact database organization
- General online research and writing
- Organizational and project management skills
- Written and verbal communication skills through collaboration within and across teams and offices at HarvestPlus

RESPONSIBILITIES

Program Support:
- Assist with researching and drafting an array of materials, including:
  - Partner and donor research profiles and briefing notes
  - Organizational backgrounds/briefings in preparation for partner/donor meetings and external events
  - Routine correspondence for External Affairs staff
- Assist in the preparation, process management, and copy-editing of grant and prize applications, and potentially with donor reports
- Assist Resource Mobilization and Partnership Unit by conducting and compiling research on prospective donors/funding opportunities
- Support planning and preparation for global events and conferences
As needed, join other HarvestPlus staff in attending all Resource Mobilization meetings, bi-weekly External Affairs team meetings, AGRF nutrition thematic platform meetings, seminars/webinars on behalf of External Affairs, and IFPRI presentations, as relevant

Relationship Management Support:
- Support relationship/outreach coordination by:
  - Adding and updating information for organizations and individuals in the Capsule database and MailChimp lists; and
  - Logging briefing memos, meeting notes, and email exchanges in the Capsule database
- Support External Affairs Coordinator with the Annual Report mailing

DURATION
- 3-month internship
- Start Date: March 8, 2021 (flexible)
- End Date: June 6, 2021

REQUIRED QUALIFICATIONS
- Recent college graduate; current students with at least three years of college completed will also be considered
- Strong written and oral communication skills in English
- Efficient and flexible, with ability to adjust to new and changing priorities
- Highly proficient with computers and related software, including Microsoft Office
- Strong interpersonal and collaboration skills; proven ability to participate in team-oriented environment with diverse groups of people

PREFERRED QUALIFICATIONS
- Familiarity with Microsoft Outlook
- Demonstrated interest in fundraising, external relations, donor relations, international development, nutrition/health, or agriculture.

WORKING HOURS:
- Part Time: 20 hours per week

TO APPLY
Click on the following link to access the External Affairs Intern job application: https://phf.tbe.taleo.net/phf04/ats/careers/v2/viewRequisition?org=IFPRI&cws=43&rid=2316.
Please complete the online application and provide a complete resume, detailed letter of interest, and three references. For more information about HarvestPlus and/or IFPRI, please visit our websites at www.HarvestPlus.org and www.ifpri.org.