



JOB RECRUITMENT BRIEF

Intern – Strategy & Fundraising

Organisation: Africa Minigrid Developers Association (AMDA)

Location: Nigeria or Kenya

Reporting Line: Senior Associate, Strategy & Fundraising

Contract Type: six months

Travel: The role requires no travel outside the country of operation

ABOUT AMDA

AMDA is a not-for-profit pan-African industry association representing private sector minigrid developers and allied partners, working to make Africa's minigrid market investable, scalable, and central to the achievement of universal energy access.

As the unified voice of the sector, AMDA advances enabling policy, regulatory, and financial environments for sustainable growth. Through sector intelligence, targeted advocacy, capital facilitation, and high impact convening, AMDA accelerates scale and positions minigrids at the heart of Africa's electricity systems and broader development goals.

AMDA is currently implementing its 2026–2030 strategy, which positions the Association as a proactive, execution-oriented platform that shapes markets, mobilises capital, and strengthens delivery ecosystems for private sector minigrids across Africa.

ROLE CONTEXT

AMDA is at a critical phase of growth, execution, and institutional strengthening. The Intern-strategy & Fundraising will support the implementation



and monitoring of the organisation's strategic initiatives while assisting with fundraising coordination for not for profit and stakeholder engagement. The role involves supporting project coordination, tracking deliverables, preparing draft documents and reports, following up on key action items, and assisting with fundraising research and donor engagement processes.

This position is for a period of **6 (six) months** and offers hands-on experience in **strategy implementation, fundraising support for not for profit, and stakeholder coordination** within a dynamic environment.

KEY RESPONSIBILITIES

Strategy Implementation Support

- Assist in the coordination and implementation of strategic initiatives and workstreams.
- Support monitoring of strategic priorities and progress against agreed timelines.
- Maintain trackers and dashboards for ongoing projects and strategic activities.

Fundraising Support

- Support the development and preparation of **fundraising materials**, including concept notes, donor briefs, and proposals.
- Conduct research to identify **potential donors, partners, and funding opportunities**.
- Assist in maintaining a **donor pipeline tracker** and monitoring fundraising progress.
- Support preparation of **grant applications, reports to funders, and partnership documentation**.
- Assist with coordination and follow-up related to donor meetings and engagement activities.

Reporting & Documentation

- Prepare first drafts of reports, presentations, briefs, and internal documents.

- Support the review and consolidation of inputs from different teams.
- Assist in preparing materials for meetings, workshops, and strategy sessions.

Tracking & Follow-Up

- Track action items arising from meetings and ensure timely follow-up with relevant stakeholders.
- Maintain organised records of strategic initiatives, fundraising engagements, and documentation.
- Support monitoring of deliverables and deadlines across projects.

Research & Analysis

- Conduct desk research to support strategy development and fundraising initiatives.
- Compile and summarise findings into clear briefing notes.

Communication Support

- Draft professional emails and correspondence when required.
- Support coordination and communication with internal and external stakeholders

REQUIRED QUALIFICATIONS AND EXPERIENCE

Essential

- Bachelor's degree (or currently completing a degree) in Law, Business Administration, Finance, Economics, Public Policy, International Development, or a related field.
- Minimum of two years professional experience, including direct support to senior executives or leadership teams.
- Authorisation to live and work in Nigeria, with role based in Nigeria or Kenya with minimal travel required.



- Demonstrated experience working in fast paced, complex, and multi stakeholder environments
- Exceptional organisational and time management skills
- Excellent written, verbal, and non verbal communication skills
- High emotional intelligence, discretion, and sound judgement
- Proven experience working closely with senior executives or Boards
- Strong cultural intelligence and comfort operating in multinational and multicultural contexts

Added Advantage

- Experience in the energy sector, particularly distributed renewable energy
- Professional working proficiency in French in addition to English
- Experience working in international organisations, industry associations, development focused institutions, consulting firms, etc.

WHAT WE OFFER

- Stipend to support role delivery
- Hybrid working arrangements
- High level exposure to policy, investment, and sector shaping processes across Africa and beyond
- Opportunity to work closely with senior leaders influencing Africa's energy future

WHY WORK WITH AMDA

- Be part of an organisation at the forefront of delivering universal electricity access in Africa



- Work within a mission driven, intellectually rigorous, and impact oriented team
- Gain unique exposure to policy, finance, and private sector delivery at continental scale
- Contribute directly to shaping the future of the minigrid sector in Africa

APPLICATION PROCESS

Interested candidates should submit their CV and a cover letter outlining their interest in the role and relevant experience to amdacareers@africamda.org. Due to anticipated volume of applications, only shortlisted candidates will be contacted.

Applications will close at 11:59 PM (WAT) on April 30, 2026

Join us in accelerating access to sustainable energy in Africa!