



Development Intern

Fall 2020

Who we are:

Global Fund for Children partners with local organizations around the world to help children and youth reach their full potential and advance their rights. We are the only global nonprofit dedicated to discovering, funding, and collaborating with community-based organizations that empower children and youth. Since 1997, GFC has impacted the lives of 11 million children through a network of 700+ local organizations worldwide. Learn more: www.globalfundforchildren.org.

Who we need:

GFC's Development Team is seeking a Development Intern this semester to assist our renewed efforts to engage high net-worth individuals and corporations in our work. This is a chance to be part of GFC's mission and vision to gain valuable professional experience aligned with degree-seeking coursework and interests. **This will be a virtual internship.**

What you'll gain:

The internship will provide a wide range of business development, events and logistics support, research, professional writing and fundraising learning opportunities. The Development Intern will primarily report to the Major Gifts Manager but will have other opportunities to work with the team as a whole, including the CEO.

What you'll do:

- Learn about and assist with research for new donors to the organization, including mapping out the donor landscape and preparing background materials for the Major Gifts Officer and CEO.
- Assist with meeting and/or fundraising event planning and preparation
- Planning and administration related to special projects and fundraising efforts
- Support Development team's prospecting efforts across various portfolios and professional writing assistance related to organizational documents, grants, proposals and reports
- Participate in and attend relevant meetings and strategy sessions

What we're looking for:

- Degree-seeking coursework in relevant field of study
- Strong research, writing, and editing
- Executive assistance, donor prospecting and event planning experience, desired
- Knowledge of basic computer applications (including Microsoft Office and donor management databases, notably Raiser Edge)
- Good interpersonal skills
- Strong attention to detail
- Demonstrated commitment to GFC's mission and values
- Desire to learn more about grants-funding and philanthropy

Hours and Compensation:

Flexible start date, September preferred. Flexible schedule within business hours (9:00 am to 5:00 pm Eastern). A firm commitment of at least 16 hours per week is needed for at least three months, with the possibility of extension. Although this is an unpaid position, we provide a \$10/day stipend toward internet fees and home office expenses. Arrangements for academic credit can also be made with your college or university, if requested.

We are committed to protecting the health and wellbeing of our team members and our community during the global coronavirus pandemic. Our full team is currently working from home. We have cancelled or rescheduled all travel and moved our meetings and events online. Therefore, both the hiring process and the internship itself will be virtual.

How to apply:

Please submit a cover letter, resume, and one-page writing sample by email to careers@globalfundforchildren.org. (Please put "Development Intern – Fall 2020" in the subject line.) Applications will be reviewed a rolling basis. No phone calls, please.

GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.