

Fundraising Internship: Trusts and Corporate Fundraising

Full or part-time, 3-6 months (flexible), Voluntary, London EC2

Article 25, the UK's foremost construction design charity operating in international development and disaster relief, is looking for reliable and enthusiastic volunteers to fill the challenging role of Trusts and Corporate Fundraising Intern. This is an incredible learning opportunity for a keen and energetic individual who is looking for valuable experience and wishes to work with a dynamic and innovative charity in this field.

Requirements (necessary)

- Degree in a relevant field
- Experience in securing funding and sponsorship
- Excellent telephone manner
- High computer literacy, particularly using Microsoft Word, Publisher, Powerpoint and Excel
- Interest in international development and dedication to Article 25's values

Requirements (desirable)

- Graphic design skills, particularly Adobe Creative Suite (Photoshop, InDesign)
- Experience of working in a charity

Personal Specification

- Strong organisational and time-management skills
- Strong writing and communication skills
- Ability to work to deadlines and on own initiative
- Enthusiasm and strong interpersonal skills
- Sensitive and diplomatic manner

Role

- Research Trusts and Foundations
- Manage and build relationships with donors on the small-medium Trusts and Foundations
- Develop and manage accurate information and administrative systems to enable effective donor/grant/prospect management.
- Gather information to develop proposals, complete application forms and reports as appropriate.
- Research companies for potential corporate partnerships
- Assist with the drafting of corporate fundraising presentations

In addition all interns must:

- Develop a good understanding of Article 25 projects and communicate these to internal and external audiences
- Report to the Head of Fundraising

Terms

Deadline: Saturday 21 January 2012

Start date: Within 1 week of interview

Duration: 3-6 months (flexible length of time), full-time candidates will be given preference

Terms: Volunteer position. We are unable to offer travel or living expenses, however we are able to offer free lunch (Tuesday-Friday), regular publishing opportunities and free access to quarterly training courses.

To apply: Submit a covering letter and CV to Mark Hamblett mark-hamblett@article-25.org with 'Fundraising Internship – Trusts and Corporate Fundraising' in the subject line of the email