Fundraising and Communications Intern – Job Description

- Working hours: part-time (2-3 days per week), flexible timing
- Location: CSC’s offices in Bethnal Green
- Expenses: This is an unpaid volunteering opportunity. Expenses reimbursed to a flat rate of £20 per day
- Reporting: Direct report to the Head of Programme Funding
- Duration: Three to six months preferred but flexible.

Consortium for Street Children (CSC) is the global network that raises street children’s voices, promotes their rights and improves their lives through advocacy, research and network development. We have 100+ members working in 130 countries around the world. Our Network comprises small and grassroots NGOs, large international NGOs, individuals and a federation of street children.

For more information, visit www.streetchildren.org

Job summary

We are looking for a dedicated and enthusiastic intern to support our Head of Programme Funding. You will help to find new sources of funding to support all areas of CSC’s work and develop our pipeline of future funding, as well as ensuring that our current donors and partners are given the best possible care and attention.

Specific responsibilities

1. Research
   - Developing an understanding of CSC’s work and funding requirements
   - Researching organisations, trusts and foundations and individuals who may be interested in partnering with CSC, particularly those who provide unrestricted funding
   - Drafting research profiles in an accessible format

2. Fundraising
   - Supporting the Head of Programme Funding and other members of the team with bids to major institutional and trusts and foundations donors
   - Supporting CSC staff and the Development Board with events and other fundraising initiatives to attract high net worth individuals
   - Processing and acknowledging individual giving donations and ensuring records are kept up to date
   - Monitoring the fundraising pages of the website to ensure they are up to date.
3. **Stewardship/Donor Care**
   - Creating or feeding into communication materials including thank you letters, reports, highlights of our work and the quarterly supporter update
   - Maintaining the files on Salesforce (our online database) and fundraising files, ensuring donor records are kept accurate and up to date and reports of donations are generated
   - Supporting the Senior Grants and Project Officer in grant management and reporting back to our major strategic partners.

4. **Communications**
   - Supporting with social media posts and updating the fundraising pages of the website
   - Supporting with supporter update emails
   - Organising internal resources to provide case studies and examples of our work using engaging communication and messaging to support fundraising activities with our different supporter audiences.

5. **Other**
   - Attending Development Board meetings, taking minutes and ensuring that agreed actions are followed up and completed
   - Providing general administrative support to colleagues as and when required.

**Person specification**

**Experience:**

- Experience of desk research and interest in researching major funders
- Flexing writing style to suit different audiences
- Working as part of a team

**Skills and abilities:**

- Excellent interpersonal and communication skills
- Excellent written and verbal communication skills
- Excellent attention to detail
- Ability to work on own initiative
- Ability to research and transform complex information into clear briefs

**Knowledge:**

- Interest in human rights (especially relating to children) and international development issues
- Data protection and child safeguarding (desirable)
- Databases and donor management systems (desirable)

**Education/training:**

- Degree level or equivalent relevant experience
Other requirements:

- Commitment to realising street children’s rights
- A proactive self-starter who is keen to be part of a small team making a big difference.

HOW TO APPLY

To apply for this role, send a CV and short cover letter outlining how you meet the job criteria and why you’re suitable for this post to: recruitment@streetchildren.org by 11.59pm Monday 2nd March 2020.

Interviews will be held on Wednesday 4th March.