

JOB DESCRIPTION

Job title: Fundraising and Partnerships Intern

Location: London

Managed by: Head of Fundraising and Development Partnerships

Fixed term (three months) starting 14 August 2017.

Salary: £17,745 per annum

HOW TO APPLY

To apply please complete **our application form** fully as we do not review letters and CVs. Once completed, please send your application form to kscott@consint.org.

WHO WE ARE

Consumers International is the world federation of consumer groups that, working together with its members, serves as the only independent and authoritative global voice for consumers.

We believe in a world where everyone has access to safe and sustainable goods and services. We bring together over 200 member organisations in more than 100 countries to empower and champion the rights of consumers everywhere.

We are their voice in international policy-making forums and the global marketplace to ensure they are treated safely, fairly and honestly. We are resolutely independent, unconstrained by businesses or political parties.

We work in partnership and exercise our influence with integrity, tenacity and passion to deliver tangible results.

MAIN PURPOSE OF INTERNSHIP

We are seeking to recruit a Fundraising and Partnerships Intern with exceptional communication and organisational skills to provide support to the Head of Fundraising and Fundraising and Partnerships Officer.

Our small but dynamic fundraising team works closely together to support each other. This role is for someone who is tenacious and creative, with great attention to detail and who enjoys working in a fast-paced environment.

KEY RESPONSIBILITIES

Main Areas of Responsibility

1. Fundraising

- a. Support the Head of Fundraising and Development Partnerships and the Fundraising Officer and other Consumers International staff to write and develop compelling concept notes and proposals.
- b. Produce briefings for senior managers to enable them to successfully develop their relationships with prospective donors.

2. Donor Research

- a. Research prospective donors and funding sources and match donors to proposed projects, using a variety of direct and indirect research methods.
- b. Identify appropriate contacts in each donor organisation and help to set up discussions with donors and potential donors.

3. Events Support

- a. Support the Fundraising team to plan events, including developing guest lists, drafting invitations and liaising with external suppliers.

3. The overall work of Consumers International

- a. Contribute to team meetings and other Consumers International-wide communications.
- b. Carry out other specific activities as required by the Head of Fundraising and Development Partnerships

PERSON SPECIFICATION

ESSENTIAL CRITERIA		Criteria Tested At Application / Interview	
EXPERIENCE	Experience of working in an office environment.	✓	✓
	Experience of writing materials for a non-academic audience.	✓	✓
	Experience of fundraising or event management	✓	✓
SKILLS AND ABILITIES	A cooperative team worker - self-motivated and able to work efficiently without close supervision.	✓	✓
	Strong organisation skills and the ability to manage multiple deadlines.	✓	✓
	Confident telephone manner.	✓	✓
	Fluent in spoken and written English.	✓	✓
	Strong IT skills	✓	✓
OTHER REQUIREMENTS	Ability to legally work in the UK (Consumers International cannot assist with visa applications)	✓	
	Commitment to the aims and objectives of CI.		✓
NON ESSENTIAL REQUIREMENTS	Experience of Salesforce is a bonus.	✓	

July 2017

Consumers International is an equal opportunity employer and encourages applicants to apply irrespective of age, disability, gender, national origin, race, religion or sexual orientation.

Consumers International is a charity (No.1122155) and a not-for-profit company limited by guarantee (No. 04337865) registered in England and Wales.