

# Graduate Opportunity: Fundraising Interns

Reporting to:

## **JOB DESCRIPTION**

The Ceasefire Centre for Civilian Rights (Ceasefire) is seeking an enthusiastic, outgoing, and organised Fundraising and Marketing Interns to support the organisation in generating support and income for the organisation by building a Supporter Base, Corporate Fundraising, Challenge Events, Community & Digital Fundraising.

### **Corporate Fundraising**

- To develop and manage new partnerships with businesses, creating exciting opportunities for Ceasefire and corporate supporters to work together;
- To manage existing and new partnerships, including support and coordination of fundraising activities and volunteering opportunities;
- To maintain up-to-date and accurate records of partnership details on our fundraising database in compliance with Data Protection and GDPR legislation;

### **Challenge Events and Community Fundraising (Post Pandemic)**

- To recruit new potential and current supporters to take part in sporting events, and fundraising challenges
- To be responsible for the planning and delivery of all challenge event activities.
- Follow up each event from start to finish; ensuring costs are kept to a minimum;
- To ensure participants taking part in challenges hit their fundraising targets in an effort to generate income for the charity to the agreed overall annual target;
- To be responsible for building and developing a growing base of sporting and challenge event activities to offer supporters and members of the general public;
- To maintain up-to-date and accurate records of supporter details on our fundraising database in compliance with Data Protection and GDPR legislation;
- To attend events in support of charity fundraisers and to recruit and supervise other volunteers who will attend events and activities to cheer on our supporters.

### **General**

- To develop a supporter base for the organisation.
- To produce a three monthly Newsletter for supporters.
- To be a constant champion for social media and design and develop content ideas across a range of social platforms
- To contribute to and support the marketing, promotion, and publicity of all fundraising campaigns
- To support Legacy fundraising

- To act as first point of contact for legacy fundraising related matters from across the organisation; liaising with the Director, where appropriate, to provide informed responses
- To actively participate in the development and implementation of the organisation's fundraising strategy

## **PERSON SPECIFICATION**

### **Qualifications and Experience**

- University graduate with at least a 2.1 honours degree in a relevant subject;
- Two interns, one with a high level of IT, social media and digital abilities/skills and the other with events organisation, marketing and communication abilities/skills.
- Experience or ability of managing relationships and communicating with a range of stakeholders;
- Experience or ability to producing copy for marketing and promotional materials with creativity and excellent attention to detail;
- Experience of working independently on own initiative, demonstrating flexibility to adapt to different situations and challenges;
- Demonstrable experience of consistently producing high quality work across multiple projects to tight deadlines;
- Experience in MS Office including Word, Power Point, Excel, Outlook, and ability to conduct desk-based research. Experience of InDesign, Photoshop or similar preferred;
- Experience or ability in marketing and promotions and developing content for websites and social media channels

### **Skills and Abilities**

- Outgoing, enthusiastic, and confident, able and willing to engage with people from all backgrounds and walks of life;
- Ability and willingness to give presentations and pitches in a professional office environment;
- Administrative skills including consistent and accurate record keeping, minute-taking, and data entry;
- Ability to prioritise a varied workload and work accurately under pressure to meet deadlines;
- Exceptional interpersonal and communication skills – the ability to communicate positively with a wide range of people at all levels, including funders, trustees, colleagues and partners, providing excellent customer service;
- English as a first language or equivalent and an ability to produce concise and persuasive prose;
- Fast learner - ability to quickly gain understanding of various topics;
- Proactive – use initiative to explore and identify new fundraising opportunities for the organisation;
- Accuracy – in monitoring, coordination, record keeping and information sharing;
- Ability to work as part of a team and independently;
- Flexible approach to duties and willingness to get involved with new projects and accept new tasks.

### **Other**

- Commitment to working promoting human and civilian rights.

- Commitment to equal opportunities and diversity and a willingness and ability to incorporate this into all aspects of work.

### **To Apply**

If you wish to apply, please send a CV and short covering letter (no more than 1 side) stating why you are interested in this role, what you can offer and what you hope to gain from this internship. to [contact@ceasefire.org](mailto:contact@ceasefire.org) by the Sunday the 8<sup>th</sup> of November 2020. Please put 'Fundraising intern' in the subject line.