



Corporate and Fundraising Intern - 2024

Role Description and Person Specification

Place of Work: Work from home and support some events in London

Reports to: Fundraising and Communications Manager

Timeframe: Minimum three months, preferably 6 months

Hours: Two days a week (14 hours) Monday – Friday. The days you work are up to you and can be flexible

Interviews: 25 - 26 July 2024

Deadline: July 22nd 2024

About Children Change Colombia

With 33 years' of experience, Children Change Colombia is the UK's largest charity working exclusively in Colombia. We work with children whose rights to a safe, happy childhood, and a fulfilling future, are threatened by poverty, inequality, and violence. We work with the children most at risk, to keep them safe and defend their rights in the long term, to tackle neglected issues that few others address, and to strengthen children's organisations. Through local partnerships, we are currently addressing the following neglected issues facing children and young people:

- Recruitment into armed groups and reintegration into society
- Sexual and gender-based violence,
- Exclusion from education

We believe that, with a knowledge of their rights and the confidence to assert them, children can transform their own lives, their communities, and Colombia itself.

www.childrenchangecolombia.org

30 years video: <https://www.youtube.com/watch?v=BzF99KdXer4&t=74s>

Purpose of the Role

We are looking for a proactive student who would like to create an impact in a small charity supporting the corporate marketing strategy. You will help us to design and implement a new system to bring businesses and key stakeholders to support our mission of protecting vulnerable children in Colombia.

We are looking for someone currently enrolled in or recently graduated from a program in nonprofit management, Public Administration, Business, Marketing, Communications, Public Relations, Social Work, International Relations, Journalism, Media Studies, or a related field.

The "Children Change Colombia" internship will give you a broad range of experience covering many aspects of working for a small charity - a perfect opportunity to demonstrate the capacity to scale up an organisation's revenue in the not-for-profit sector.

Job Description

Work closely with the Fundraising & Communications Manager on designing and building a system to reach out to corporate donors, and implement a sales strategy that brings businesses and key stakeholders as supporters of the organisation.

You will be involved in donation campaigns, and devising new fundraising strategies such as organising virtual fundraising events and campaigns.

Engage current and new donors by sustaining communications with them, and promote new standing order donors and current supporters with new fundraising ideas.

Nurture and develop our relationship with corporate donors.

Support legacy campaign.

Be involved in donor retention campaigns and strategies.

Assist with the mailing of our bi-annual newsletter

Proofreading fundraising applications to donors and other communications materials.

Support other communications campaigns.

Person Specification

This internship is ideally suited to someone with an interest in business, public relations, communications, international development and social impact, who is looking to complement their studies with practical experience in the charity sector, or someone working part-time looking to gain more experience in the not-for-profit sector.

Required Qualifications

Education:

Enrolled in the final year of a postgraduate degree programme (such as a master's programme or equivalent), or have completed such programme in the year preceding the application.

Experience:

Not required

Languages:

Excellent command of English. Spanish is highly desirable.

Essential

- Enthusiasm and a commitment to our work
- Desire to gain experience in a small charity
- Experience working with donors.

- Knowledge of Excel and Word, and the ability to learn to use database (CRM)
- Proactive and able to propose ideas on their initiative
- Good attention to detail
- Good organisational skills
- Good communication skills, oral and written
- Ability to work with a team and independently
- Fluent English - spoken and written

Desirable

- An interest in businesses with social impact, public relations or international development.
- Previous administrative experience.
- Experience organising events.
- Knowledge of the Spanish language.
- Knowledge of Colombia
- Lives in London or surrounding areas.

Child Protection

Please note that successful candidates will be expected to accept and commit to Children Change Colombia's Child Protection Policy.

Application Process

To apply please send to juan.hernandez@childrenchange colombia.org your CV (1 page max), a short cover letter (1 page max) and an example of a project you were involved in

and in which you applied some of the skills required for this job.

In the cover letter please state clearly why you want this role, the skills and experience you possess relevant to this post and how you meet the person specification. We cannot guarantee detailed feedback if you are not preselected for an interview.

Children Change Colombia is committed to equality of opportunity and to non-discrimination for all applicants and employees, and we seek to ensure we achieve diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status or disability.