

Internship Position

US Fundraising & Development

Spring 2022 (January 11, 2022- May 31, 2022)

The Hunger Project (THP) is a global non-profit organization whose mission is to end hunger and poverty by pioneering sustainable, grassroots, women-centered strategies and advocating for their widespread adoption in regions where hunger persists. We operate in 23 countries with 350 staff and have mobilized 395,000 volunteer leaders worldwide. Our programs throughout Africa, South Asia and Latin America are based on an innovative, holistic approach, which empowers women and men living in rural villages to become the agents of their own development and make sustainable progress in overcoming hunger and poverty.

This is an opportunity for passionate, creative and adaptable individuals who are eager to learn and actively support building donor relationships and maintaining fundraising goals and objectives at THP. An ideal candidate should be a strong writer, attentive to detail, proactive, flexible, and interested in international relations, development nonprofit management. These individuals will build relationships, grow their mindset and skills as they eagerly put into practice their formal educational training.

Position Summary

Are you passionate about international affairs and international development work? Would you like an internship with a global organization working to empower women and men to end their own hunger and poverty? Are you a good writer and have a creative mindset? Then you should join our Investor Engagement Team!

The Hunger Project is seeking individuals with a passion for serving others and an interest in supporting our work during Spring 2022. This is a part time, unpaid, remote internship. If you think that this internship may satisfy the requirements for academic credit or an internship stipend program from your school or local communities, we will be happy to complete and support the request for funding.

This is an opportunity for passionate, creative and adaptable individuals who are eager to learn and actively support building investor relationships and maintaining fundraising goals and objectives at THP. An ideal candidate should be a strong writer, attentive to detail, proactive, flexible, and interested in international relations, development nonprofit management. These individuals will build relationships, grow their mindset and skills as they eagerly put into practice their formal educational training.

Key Responsibilities

- Draft and edit communication, content, digital images and fundraising materials specific to US fundraising efforts, events, programs and branding.
- Draft and edit content for social media channels, websites, newsletter and investor communications.

- Provide administrative, creative and project management support to the US Fundraising team.
- Support the planning, coordinating and executing all logistics for creative content for the US Fundraising team.
- Act as a project manager by keeping communication & fundraising documents, systems, budgets, schedules, notes and overviews up to date and organized.
- Build relationships with THP staff, vendors, investors and other past and present THP interns.
- Support the planning, coordinating and executing of all fundraising events and campaigns.
- Coordinate with the Investor Engagement team to support fundraising efforts for the US Fundraising team.
- Support the planning, coordinating and executing of the content as they work directly alongside the Investor Engagement Manager.
- Build capacity for Investor Engagement Manager through administrative support tasks.

Qualifications

- **Current part time or full time student at an accredited college or university.**
- **Must be able to commit to 12-30 hours per week. No weekends.**
- Be a current student at an accredited college or university or possess relevant professional experience.
- Have proven organizational skills and strong attention to detail.
- Have strong written and oral communication skills.
- Have experience in fundraising or development positions or programs
- Be familiar with online prospect research resources.
- Have a commitment to professional ethics in working with confidential information.
- Be proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Desire to learn, grow and embrace or generate new innovative ideas.
- Highly organized, detail-oriented and committed to accuracy.
- Self-starter with strong leadership and social skills. Must be able to work independently and take ownership of your time, space and projects.
- Interest and/or work experience in fundraising, international development, non-profit management, client services, event management and hospitality.
- Knowledge of standard business applications: Word, Excel, PowerPoint, SharePoint, Gmail, Google Docs; knowledge of Sales Force a plus, as well as any graphics programs;
- Experience working across nations and cultures is a plus, as well as multiple language skills.
- Commitment to THP's values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team who loves what they are doing and feels it is a privilege to be working in service of this mission.

How to Apply

To apply you must send a cover letter and resume to investorengagement@thp.org by November 30, 2021. Please do not apply directly through this career platform.

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