



Global Partnerships' Internship Project Description

Title of internship: Development Intern

Supervisor: Director of Donor Relations

Founded in 1994, Global Partnerships (GP) is a nonprofit impact investor whose mission is to expand opportunity for people living in poverty. We pioneer and invest in sustainable solutions that help impoverished people earn a living and improve their lives.

Since our inception, GP has impacted more than 5.1 million lives across Latin America, the Caribbean and East Africa. Among the people our partners serve, 67% live in rural areas and 83% are women. Through our partners, we continue our commitment to reach the rural poor and empower women to improve their lives and the lives of their families.

GP has invested \$235 million in 101 partner organizations in 15 countries. We invest in market-sustainable solutions that help impoverished people earn a living and improve their lives. We recognize poverty is multi-dimensional so our work is built around a growing number of [Investment Initiatives](#) designed to address different facets of poverty.

BRIEF DESCRIPTION

GP is seeking a Development Intern to work 10-15 hours a week May – October, although applicants whose availability is only through the summer will also be considered.

Working closely with the Capital Resources team and reporting to Development staff, the successful candidate will have the opportunity to develop a range of skills related to fundraising in a growing international nonprofit. This position is integral to the success of the organization's fundraising efforts, with responsibilities ranging from high-level planning to detailed data entry. We seek a positive, outgoing individual who is passionate about GP's mission, has an interest in nonprofit fundraising and is eager to work in a dynamic team environment.

This is a paid internship at Seattle minimum wage, with a flexible schedule. Internship hours (10-15 per week) take place in our downtown Seattle office between 8am and 6pm, Monday through Friday.

OBJECTIVES

- Take ownership of key aspects of fundraising event management, from planning through execution
- Assist with stewardship and cultivation activities, including personal phone calls
- Assist with database maintenance (Raiser's Edge)
- Conduct research on prospective and current major donors and funding institutions
- Analyze research results and compile prospect reports for relationship managers
- Execute accurate, timely data entry and analysis
- Provide general support to development staff

SELECTION CRITERIA

- Highly organized, detail-oriented individual with strong multi-tasking abilities
- Demonstrated interest in GP's programs, nonprofit fundraising, and event logistics, planning and execution
- Excellent written and verbal communication skills
- Microsoft Office proficiency required
- Experience with The Raiser's Edge or another donor database a plus

- Desire to gain experience in a nonprofit organization; past nonprofit experience a plus
- Warm, confident demeanor
- If a college or graduate student, rising juniors and higher only, please

HOW TO APPLY

If interested, please send the following documents to info@globalpartnerships.org and *include the title of the internship* in the subject line so it can be directed to the correct staff member. Interviews with final candidates will be required.

Required Application Documents:

- Cover letter
- Resume – please include your availability (preferred start and end dates, available working days/times each week)
- References – names and contact information for two professional references (e.g. previous internship supervisors, professors, employers, etc.) who know you well and can confidently speak to your knowledge and abilities.

IMPORTANT DATES & DEADLINES

April 15, 2017: Deadline for application submission