

Fundraising and Donations Intern

This internship is part of the Find a Solution programme which brings together current students and local Third Sector organisations to tackle issues of strategic importance through projects that will have a lasting impact.

The candidate will develop and carry out a survey of previous and current donors. The survey will ascertain their donation stories and assess factors that affect these patterns. The results from this will feed into planning and design of our fundraising campaign with a focus on Individual Giving and Corporate Donors.

The Fundraising Coordinator is keen to develop sustainable funding strands, looking beyond regular grant funding to options that include Individual Giving, Corporate Giving, regular donations, and fundraising events. To enable us to create the most effective fundraising strategy, we need to talk directly to those that already donate and find out their motivations, what encourages them to donate, work out why they might continue to donate, and how else we can support our supporters.

The funding landscape is changing across the charity sector and it's important that we keep communication strands open by acknowledging previous donors as well as working out how to support and encourage them to continue to support the work that we do.

The role involves assessing the future fundraising needs of the organisation and then meeting those needs through the design of the survey process

The right applicant will have the following:

- a curiosity to connect with people and speak to them in person / on the phone / online as required
- Strong interpersonal skills and the ability to deal with a diverse range of people
- an ability to manage own time and meet deadlines
- ability to deal with information in a confidential manner and respond with sensitivity to the opinions of others
- ability to work on self directed project tasks as well as working in a team
- be Microsoft package literate – we use office 365 on the sharepoint cloud platform
- Data analysis experience if possible
- Ability to interrogate questionnaire responses and translate these into a report

- Research and develop appropriate materials and / or content for the surveys and for future fundraising campaign
- Maintain accurate records of work undertaken
- Experience of using evaluation and monitoring tools and techniques

Support for the role includes:

- working with the Fundraising Coordinator to plan their work schedule for the project
- having regular check-in meetings as required to assess progress and plan next steps
- having access to an online Sharepoint system for files sharing, with initial training at the start of the internship
- having the opportunity to work a hybrid pattern with some in-office time and some working from home.
- being included in staff and team meetings, meeting all staff members
- attending events and activities as appropriate

This internship is for 20 hours per week for 8 weeks and will take place in the summer.

What makes this internship stand out? (training, benefits etc)

We are a unique organisation in Scotland working with Muslim and BME women. We work across a range of activities and services and you will receive a well rounded experience of the women's aid sector.

You will be supported to meet all staff in the organisation and will be able to join in training, events and activities that take place during the internship.

Length of Internship (in weeks)

8 weeks

Starting month

June

Is the internship part-time or full-time?

Part time

For part-time roles, how many hours will the intern work?

20 hours per week

Required Year Group

- Undergraduate 4th year
- Undergraduate 3rd year
- Postgraduate taught

- Undergraduate 5th year

The essential criteria for the role are

E1 A curiosity to connect with people and speak to them in person / on the phone / online as required

E2 Strong interpersonal skills and the ability to deal with a diverse range of people

E3 Ability to manage own time and meet deadlines

E4 Ability to deal with information in a confidential manner and respond with sensitivity to the opinions of others

E5 Ability to work on self directed project tasks as well as working in a team

E6 Microsoft package literate – we use office 365 on the sharepoint cloud platform

E7 Ability to interrogate questionnaire responses and translate these into a report

E8 Ability to maintain accurate records of work undertaken

E9 Experience of using evaluation and monitoring tools and techniques