

Job Description - Fundraising Intern

The Fundraising Intern will support restricted and unrestricted fundraising activities for One to One Africa as part of the Business Development unit. This will include business development desk operations and proposal development, as well as event management and major donors cultivation/stewardship. This position will gain a well-rounded broad understanding of funding mechanisms, trends and strategic programming, as well as event management and relationship building expertise. The ideal candidate will have a roll-up-your-sleeves attitude and have an interest in gaining knowledge and understanding of One to One Africa's programmes and the fundraising necessary to implement these programmes.

Key Responsibilities:

- Actively participate in proposal development, fulfilling specific roles as appropriate and needed
- Conduct capture planning and landscaping on key opportunities of interest for corporates, corporate foundations, foundations and institutional funds
- Maintain database of upcoming funding opportunities and ongoing proposals in coordination with other team members
- Develop and update key marketing materials, as well as key proposal documents (capability statements, past performance reports, org. charts)
- Support final proposal production and submission
- Assist in the development of One to One Africa's major donor strategy
- Coordinate key events (including our Women's Giving Circle, annual event)
- Liaise with the communications team to update and refine key campaign information, marketing materials and the organisation's website.

Required Qualifications:

- Completed or ongoing Bachelors' Degree in international relations, international development, education, government, language studies, or related field, marketing, communications etc.
- Outstanding oral and written English communication skills
- Well-versed in MS Word, Excel, Power Point, and Adobe Acrobat
- Excellent organizational skills with a willingness to assume responsibilities and take initiative
- Strong time management skills, especially when facing tight deadlines
Works well in a collegial fast paced team environment