

**Job Title:** Fundraising Intern

**Job Purpose:** We are looking for an ambitious and driven individual to join us and help deliver our fundraising corporate fundraising strategy – an area that has been identified as having huge potential for our company growth over the coming years. This is an excellent opportunity if you are looking to gain experience in clean energy access.

**Fundraising Intern Responsibilities**

- Working to identify potential funding opportunities, predominantly through grants & investments, as well as individuals, and potentially from Government sources. • Research prospective funders within the clean energy sector.
- Assist in brainstorming and creating new methods to raise funds for the business. • Write funding proposals in collaboration and coordination with the director. • Supporting the team to put together funding proposals, presentations, and reports. • Updating the fundraising pipeline with relevant funding opportunities. • Reviewing, inputting, updating Go/No-Go Decision Fundraising template. • Leverage technology and social media where possible to improve fundraising activities. • Develop & run a crowdfunding campaign to raise funds for the business. • Develop fundraising events and organise campaigns that will lead to funds. • Create marketing materials, like flyers and brochures, to be used for the promotions of events and other fundraising pushes.
- Collaborate with other organisations and groups within the community to build partnership and enhance fundraising activities.
- General administration, including data entry and letter writing.

**Experience / Qualifications**

- Bachelor's Degree in Fundraising, PR, or any related field.
- Proven track record in fundraising that has directly resulted in increased income for an organisation.
- Excellent written, verbal and communication skills.
- Able to exhibit high degree of literacy and basic numeracy (an undergraduate or newly qualified postgraduate may be best suited to this post).
- Able to write clearly, succinctly, and accurately and able to analyse and distil a lot of information into convincing proposal and reporting formats.
- Some evidence of success in the areas of fundraising, marketing or in international development (including prior volunteer roles).
- Quick thinker and ability to make decisions under pressure.
- Energy, drive, and enthusiasm.
- Able to work under minimal supervision.
- Ability to work collaboratively in a team.