

JOB DESCRIPTION

Job title: Fundraising and Partnership Intern
Location: London
Managed by: Head of Fundraising and Development Partnerships
Contract: Fixed term – 6 months

WHO WE ARE

Consumers International is the membership organisation for consumer groups around the world.

We believe in a world where everyone has access to safe and sustainable goods and services. We bring together over 200 member organisations in more than 100 countries to empower and champion the rights of consumers everywhere.

We are their voice in international policy-making forums and the global marketplace to ensure they are treated safely, fairly and honestly. We are resolutely independent, unconstrained by businesses or political parties.

MAIN PURPOSE OF ROLE

We are seeking to recruit a Fundraising and Partnerships Intern with exceptional communication and organisational skills to support the develop and management of relationships with a number of prospects, funders and business partners.

Our small but dynamic team works closely together to support each other, and this role is perfect for someone who is tenacious, creative, with great attention to detail and who enjoys working in a fast-paced environment.

Using your strong interpersonal and written communication skills, you will work closely with the Head of Fundraising and Partnerships and Fundraising and Partnerships Coordinator to support our donor and sponsorship strategy by supporting the team to identify prospective donors and business partners; supporting the development of existing relationships in order to maximise support and impact; and developing and supporting the delivery of high-quality sponsorships opportunities that aim to protect and empower consumers worldwide.

MAIN AREAS OF RESPONSIBILITY

1. FUNDRAISING

- Support the Fundraising and Partnerships team and other Consumers International staff in the development of compelling written pitches and sponsorship proposals.
- Provide support to coordinate the work of our New Opportunity processes and our Ethical Framework assessments for each new partnership.
- Produce briefings on prospective donors to help senior managers develop relationships and secure new partnerships.

2. PROJECT MANAGEMENT

Support the Head of Fundraising and Partnerships to:

- Support the delivery of high-quality projects that aim to protect and empower consumers worldwide.
- Maintain accurate records for all donors, prospects business partners in the fundraising database (SalesForce) and manage the Consumers International's expert database.
- Ensure data is collected, stored and handled appropriately, in line with Consumers International's Data Security and Data Retention policies.

3. DONOR AND BUSINESS OPPORTUNITIES RESEARCH

- Research new prospective donors, businesses partners and forum participants, using a variety of direct and indirect research methods.
- Identify appropriate contacts in each donor organisation and business, and organise discussions with donors and potential sponsors.
- Support the development of ongoing relationships with donors and sponsors.

4. COMMUNICATIONS AND REPORTING

- Draft communications for prospective partners, donors and sponsors
- Write proposals and sponsorship pitches
- Ensure that all donors receive timely and appropriate communications
- Assist project managers in producing donor reports

THE OVERALL WORK OF CONSUMERS INTERNATIONAL

- a. Contribute to team meetings and other Consumers International-wide communications.
- b. Carry out other specific activities as required.

PERSONAL SPECIFICATION

ESSENTIAL CRITERIA		Criteria Tested At Application/ Interview	
EXPERIENCE	<p>Experience of working in an office environment.</p> <p>Experience of writing materials for a non-academic audience.</p> <p>Experience of research</p> <p>Experience of working with data and CRM systems</p> <p>Experience of fundraising activities</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
SKILLS AND ABILITIES	<p>A cooperative team worker - self-motivated and able to work efficiently without close supervision.</p> <p>Flexibility, responsiveness, and an ability to work independently as well as with, and across, numerous teams</p> <p>Strong administrative and organisation skills and the ability to manage multiple deadlines.</p> <p>Confident telephone manner.</p> <p>Fluent in spoken and written English.</p> <p>Strong IT skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
OTHER	<p>Ability to legally work in the UK (Consumers International cannot assist with visa applications)</p> <p>Commitment to the aims and objectives of Consumers International</p>	<p>✓</p>	<p>✓</p>
BENEFICIAL REQUIREMENTS	<p>Experience of working in an international context.</p>		

January 2018

Consumers International strives to be an equal opportunities employer and encourages applicants to apply irrespective of age, disability, gender, national origin, race, religion or sexual orientation.