



*Providing a brighter future to children and their communities around the globe.*

Global Humanitaria USA seeks a Development and Fundraiser Intern. The D&F intern will support the US office with activities connecting Global Humanitaria's work around the world to target audiences, corporations, foundations, government, and the general public. These activities include outreach and proposal grant writing, and actively seeking for opportunities to create relationships with potential funders and other non-profit organizations involved in community development, women's empowerment and child protection.

This is a unique opportunity to work in an organization that has a solid presence in the world since 1998, and has opened its office in the US recently; therefore much enthusiasm and new ideas to engage with the US audience are welcome! Office environment is very fast paced, but we have a relax and friendly environment and will value much you contributions and commitment.

Responsibilities Include:

- Assist in identifying funding opportunities from major institutional donors (DOS, USAID, EU, etc.) and foundations
- Support program development activities, including proposal writing, and budgeting
- Conduct research on priority issues and countries
- Reach out to the community organizations, general public and donors with the message about Global Humanitaria's work
- Conduct prospect research on individuals, foundations, and corporations
- Draft and edit briefings and content material
- Assist in the tracking and compilation of grant proposals and reports
- Update and edit grant proposals
- Contact prospective donors via letter and telephone
- Write and submit letters of inquiry
- Submit and monitor grant applications
- Follow up with the prospective donors and grant makers
- Develop fundraising strategies

### **Qualifications**

- Graduate-level students preferred; undergraduate juniors and seniors will be considered
- Prior work experience in program development, fundraising for non-profit organization a distinct advantage
- Excellent writing, editing and communication skills
- Excellent research skills
- Proficient in Microsoft Office applications

- Self-motivated, enthusiastic, ability to prioritize, and meet deadlines
- Commitment for poverty alleviation and human rights
- Ability to work independently

Start Date:

Position open until filled, requires 3 – 6 month commitment. Please, if you cannot commit to this duration, do not apply as we make an effort to respond to each candidate and to bring someone to the team.

Hours:

8 – 12 hours/week, preferably once a week in the office. Some hours can be completed at home.

Compensation:

This is an unpaid//Volunteer internship. Arrangements can be made for course credit.

To Apply:

Please send cover letter and resume to [info@globalhumanitariausa.org](mailto:info@globalhumanitariausa.org)

We will review every application and will respond to all candidates.

*Global Humanitaria USA is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.*