Professional Internship Program

– Internship Resource Development -

Specific responsibilities and tasks:

- Support the Executive Director and the Development & Fundraising team with initiatives in resource development, including fundraising, managing relationships with donors and partners, marketing and communications, etc.

- Propose innovative ideas and improve existing procedures within the area, including strategic planning for its execution.

- Generate strategies of collaboration with other organizations and social actors to maximize results of the planned strategies.

- Work to secure, organize and record donations.

- Perform assigned office and administrative tasks.

- Assist with the management of Salesforce database and communication in both English and Spanish.

- Provide support to the team in the execution of the activities of the volunteer program, such as initial training, program events, VEpalooza, fundraising events, awareness campaigns, etc.

- Help maintain the cleanliness and organization of the office.

- Promote strong relationships with volunteers and other members in your community.

Qualifications:

- Educational background (or equivalent experience) in Marketing and Communications, Business Administration, Fundraising/Development, Public

Policies or related fields.

- Excellent verbal communication skills and active listening skills (important: good skills in English).

- Ability to work in multicultural teams in a space of high dynamism and work pace (desirable experience in multicultural contexts).

- Experience in leadership and management.

- Professional, reliable and work driven with a competitive spirit.

- Solid teamwork and interpersonal skills.

- Ability to work independently with little or no supervision.

- Excellent organization and communication skills. Strong oral and written communication skills in both English and Spanish.

- Enthusiasm and passion for VE Global's work.

- Microsoft Office Programs, GoogleApps, Salesforce (or other CRM / database management programs) and other computational skills (HTML experience is an advantage)

How to apply:

Intern positions are limited and competitive. Applications will be received on a rolling basis, with positions being filled as needed and when available. Please submit cover letter and resume (.doc or .pdf) through VE Global's online intern application at: http://veglobal.org/about-us/internships/intern-application. Applications may be shared internally with VE Global Staff for review, and interviews will be scheduled with selected applicants.