



## Internship Position Description Institutional Advancement Intern

*Founded in 1993, Women for Women International is non-profit, humanitarian organization dedicated to providing women survivors of war with the education, economic and interpersonal tools and resources they need to move from crisis and poverty and into stability and self-sufficiency. We work worldwide with survivors of violence and sustained periods of social and political upheaval. Since its inception, the organization has distributed over \$40 million in direct aid and micro-credit loans, matched thousands of women with U.S. sponsors, and provided vital technical skills training. The organization has programs in Afghanistan, Bosnia-Herzegovina, Democratic Republic of the Congo, Iraq, Kosovo, Nigeria, Rwanda and Sudan.*

The Institutional Advancement Intern will report directly to the Institutional Advancement staff. This is an excellent opportunity for undergraduate or graduate students looking to obtain experience fund-raising for grassroots women's development programs, including how to identify and research foundations and other prospective donors; steward major donor and major donor prospects; plan and execute special events; write and/or edit grant proposals, reports and other publications. We have two full-time unpaid internships available during the summer term: one intern will assist with major donors and special event planning; the other will assist with research, writing and editing. While a full-time commitment is preferred, part-time interns will also be considered. Academic credit is available for this internship experience.

### **Duties will include but not be limited to:**

- Identifying and researching foundations and other prospective donors
- Editing and proof-reading of proposals and reports
- Contributing to writing and editing of other publications
- Database maintenance
- Assisting in donor stewardship and communication
- Assisting in logistics for Women for Women International's annual gala
- Administrative duties, e.g., updating donor database records, filing

### **Qualifications:**

- Strong organizational skills and ability to meet deadlines

- Strong computer skills, including working knowledge of Microsoft Word, Excel, Power Point, and Outlook Express
- Strong written and verbal communication skills
- Strong attention to detail
- Ability to balance multiple deadlines and complete tasks assigned on short but reasonable notice
- Ability to work independently
- Interest in issues related to gender and development
- A commitment to Women for Women International's mission and vision

**To Apply:**

Please send a cover letter, resume, and a 3-5 page writing sample via e-mail (preferred), fax, or regular mail to:

*ATTN: Intern Coordinator*

**Women for Women International**

4455 Connecticut Avenue, NW

Suite 200

Washington, DC 20008

E-mail: [humanresources@womenforwomen.org](mailto:humanresources@womenforwomen.org)

\*Please reference "Institutional Advancement Intern" in subject line of e-mail\*

Interviews will be scheduled on a rolling basis. Early application is strongly encouraged.

The position will remain open until filled. Applicants will be contacted directly to schedule an interview.