

TASK DESCRIPTION

Title:	Fundraising Research Intern
Reporting to:	Fundraising Manager
Commitment:	Part-time, flexible hours, 20-25 hours per week, office based
Duration:	Six to nine months (starting April 2018)
Expenses:	The position is an unpaid internship. PRI will reimburse travel within London zones 1-6 and lunch expenses on production of receipts according to the volunteer expenses policy.

Tasks include:

Fundraising

- Conducting desk-based research and analysis on potential funders
- Conducting 'other player analysis', scoping and market research
- Ad hoc research and evidence collation as required for proposals and reports
- Assisting the Fundraising Manager with the administration of submissions and reports for upcoming or existing proposals
- Assisting with the drafting of proposals

Administrative

- Maintaining PRI's database of funders and supporting with the migration of contacts to a new system
- Other reasonable tasks as assigned

QUALIFICATIONS, SKILLS, ABILITIES, EXPERIENCE

Qualifications

Preferably hold a degree, or working towards a degree/masters, in a relevant subject such as: business, marketing, politics, economics, communications, law or human rights.

And/or relevant work experience in another sector and looking to transfer to the charity sector.

Skills and abilities

Ability to analyse, extrapolate key details and report on complex information

Excellent writing and editing skills in English (other languages desirable)

Competent IT skills (Word, Excel, Outlook, Web)

Excellent interpersonal and communication skills

Attention to detail

Ability to work independently, show initiative and work collaboratively in a team

Ability to manage a varied workload and conflicting demands effectively and meet deadlines

Good planning and organisational skills

Experience

Experience in desk-based research and drafting

Experience of information management, including use of databases

Awareness of the charity working environment

Some enthusiasm for working in multicultural environments and cultural sensitivity in dealing with assigned tasks

Other

Commitment to human rights and PRI's mandate and values

Legal right to volunteer in the UK