

Donor Services Internship

Intern start date is **14 May 2012**

Role description

The Donor Services Intern will assist the Donor Services team to provide back office support for Opportunity International Australia's fundraising activities. Duties include assistance with report and proposal writing and donor research profiling.

Intern responsibilities

- Assist with production and distribution of program reports to donors
- Write client stories and refresh other collateral
- Undertake research activities, including donor profiling
- Respond to donor queries where necessary
- Assist with management of Peer –to-peer online fundraisers
- Provide overflow administration support for events
- Assist with ad hoc projects as required
- Assist with the recruitment and training of the next Donor Services intern

Application requirements

- Commitment to work voluntarily, **three to four** days a week over a period of at least four and a half months in the Opportunity Sydney office
- Post secondary qualifications necessary (diploma or degree)
- Commitment to the core values and aims of Opportunity
- Ability to work independently and as part of a team
- Willingness to learn and undertake a variety of tasks
- Ability to multi-task, prioritise and work efficiently
- Clear written and verbal communication skills
- Proficiency in writing, editing and proofreading
- Well organised and meticulous attention to detail is essential
- Basic knowledge of Microsoft Word, Excel, Outlook and Publisher
- Knowledge of Photoshop, InDesign and iMovie is beneficial but not essential

Criteria for selection

Interns will be selected based on the intern selection committee's judgement of best suitability to the following criteria:

- Skills suitability (as per the application requirements)
- Commitment to the internship program
- Passion for poverty alleviation and microfinance
- Compassionate, flexible and cooperative
- Cultural fit with the Opportunity team

How to apply

To apply for this internship position, and make an important contribution to the fight against poverty, simply email us your **resume and a cover letter (no more than one page)** to intern@opportunity.org.au. In the cover letter, please explain why you would like to intern for Opportunity and how you think it could benefit your future professional career. Please note that applications without a cover letter will not be considered.

Applications close **6 April 2012**. Intern start date is **14 May 2012**.