

## Donor Services Research Internship

Intern start date is **ASAP**.

### Job description

The Donor Services Research Intern will undertake a broad range of research tasks to support Opportunity International Australia's engagement with the philanthropic sector, specifically corporate philanthropy and foundations and trusts. This primarily involves desktop and database research, and information gathering from a variety of internal and external stakeholders. The role offers the opportunity to develop your analytical and communication skills and hands-on experience in strategic research and development. It is ideally suited to someone who is keen to learn about, and contribute to, social investment programs that aim to alleviate global poverty.

### Intern responsibilities

- Desktop research on Australian corporates and philanthropists
- Collect and analyse data using the donor database, Raiser's Edge
- Sourcing information from external organisations based in Australia and overseas
- Sourcing and monitoring relevant academic and published literature
- Liaison with staff and external contacts
- Responding to research requests from staff
- Contributing to donor profiles, and internal briefings, reports and presentations
- Participating in other research-related activities as required
- Assisting with the recruitment and training of the next Donor Services Research 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
- Knowledge of the Sydney financial and philanthropy markets is **essential** for this role
- Tertiary qualifications (economics, business studies or international studies desirable)
- Research and analytical skills
- 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
- Well organised and meticulous attention to detail is essential
- Knowledge of Microsoft Word, Excel, Outlook and PowerPoint

### 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
- Commitment to the core values and aims of Opportunity and cultural fit with the 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](mailto: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 professional career. Please note that only applications with a cover letter will be considered. Intern start date is **ASAP**.