



Development and Fundraising Internship

32 hours per week, 6 months

Wildlife Justice Commission:
Law enforcement and legal experts fighting transnational organised wildlife crime.

The Wildlife Justice Commission is an innovative, young, mission-driven organisation leveraging the rule of law and the power of investigation. Our mission is to disrupt and help dismantle organised transnational criminal networks trading in wildlife, timber and fish. We do this by collecting evidence and turning it into accountability.

Position overview

As a Development and Fundraising Intern, you help the team contribute to the Wildlife Justice Commission's financial base by supporting the growth and diversification of income from institutions within and outside the Netherlands, principally public and private foundations and governments. You are helping with research, develop relationships with foundation and government donors by conducting prospect research and writing proposals, reports and other communication. You will track the relationships in the Wildlife Justice Commission's database. The position requires strong research and writing skills and the ability to creatively conceptualise reports.

The work of the Development team requires the ability to make the case for the work of the Wildlife Justice Commission and to translate complex concepts and approaches into language that is accessible to a variety of different types of (institutional) audiences. The interns work closely with the Director of Development and the Development and Fundraising Officer. Both will also provide good guidance to both interns.

Responsibilities

- Support the realisation of institutional fundraising goals together with the Development Team.
- Conceptualise, research and drafting proposals and reports to active or potential institutional donors.
- Prepare reports on institutional donor giving.
- Record donor grant restrictions/preferences and gift acknowledgements in the database.
- Prepare the delivery of information to donors.
- Give input into improved fundraising strategies and systems.

Requirements

- Demonstrate a high degree of confidentiality when dealing with relations.
- Proactive attitude and eye for detail.
- Proficiency in Dutch and English.
- Good working knowledge of MS Office and SharePoint.





Wildlife Justice
Commission

We offer

- An international environment with good guidance.
- An internship compensation.
- A chance to make a difference.

Looking To Make A Difference for Wildlife?

Please e-mail your CV and motivation letter in English by email only to careers@wildlifejustice.org. Resumes without cover letters will not be considered. Should you have any questions about this position, please email us at this address. Please indicate Development intern in the email subject line.

Deadline to submit applications: 28 October 2020

Please note that only short-listed candidates will be contacted.

