Development and Communication 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 Development and Communication Intern, you will help the team contribute to the Wildlife Justice Commission’s growth and diversification of income from institutions within and outside the Netherlands, as well as support our communications with stakeholders and targeted audiences. You will support the team by conducting research and various special projects that will contribute to developing relationships with media and donors. You will track all your work in the Wildlife Justice Commission’s database. The position requires strong research and writing skills and the ability to creatively conceptualise information.

The work of the Development and Communication 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 audiences. You work closely with the Director of Development and Communication and the PR and Media Coordinator.

Responsibilities

- Support the realisation of goals together with the Development and Communication Team.

Development
- Conceptualise, research and draft overviews of active or potential donors.
- Prepare research documents on donor giving.
- Record donor grant restrictions/preferences and gift acknowledgements in the database.
- Give input into improved fundraising strategies and systems.
- Keep track of potential fundraising opportunities.

Communication
- Assist with the analysis of current wildlife news/events and the media coverage of the work of the Wildlife Justice Commission.
- Assist with drafting reports analysing external communications.
- Assist with organising and maintaining media mailing lists.
- Research, compile and present documents about media of interest for covering wildlife crime issues.
- Conceptualise, research, and present ideas for developing and producing communication products.
- Assist in fulfilling other duties to assist the Development and Communication Department in its work.
**Requirements**

- Demonstrate a high degree of confidentiality when dealing with relations.
- Proactive attitude and eye for detail.
- Proficiency in English. Proficiency in Dutch is an asset.
- Good working knowledge of MS Office and SharePoint.
- Be eligible to work in the Netherlands

**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 February**

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