



CANADA

Title: Fundraising Intern
Location: Ottawa, Canada
Unit: Private Sector Fundraising (PSFR)
Duration: Full-time for three to six months
Supervisor: Sr. Fundraising Associate
Salary: Unpaid

1. General Background:

The Office of the United Nations High Commissioner for Refugees (UNHCR), also known as the UN Refugee Agency, is the world's leading organization aiding and protecting people forced to flee their homes due to violence, conflict and persecution. UNHCR provides shelter, food, water, medical care and other life-saving assistance to refugees around the world.

The dream of most refugees is to return home. When possible, UNHCR helps refugees return to their homeland. When refugees can't go back home, we work to find opportunities for them to rebuild their lives in another country. Since its formation by the United Nations General Assembly in 1950, UNHCR has helped an estimated 50 million refugees restart their lives and has twice received the Nobel Peace Prize.

Join a dynamic team of national and international fundraisers at an organization investing in, and achieving significant growth in its private sector fundraising programs globally. We are committed to giving you the best experience possible as an intern within our organization.

2. Role & Responsibilities:

Reporting to the Snr. Fundraising Associate in Ottawa and working within a small team of four individuals, the Fundraising Intern will have a chance to gain a wide range of fundraising experiences including:

- **Marketing:** Project manage the development of marketing materials.
- **Grassroots Fundraising:** Help recruit and assist in the management of our peer-to-peer fundraisers across the country.
- **Promotion:** Help manage revenue-generating programs such as wedding, honorary and memory, matching gift donations and workplace giving fairs.
- **Database Management:** Work in the CRM database to manage donor records.
- **Stewardship:** thank, cultivate, nurture and help sustain relationships with donors.
- **Writing:** Assist with writing and editing content for a variety of projects and initiatives.
- **Analytics:** Assist with researching and analyzing data for all fundraising and marketing efforts.
- **Research:** Research the best practices in non-profit fundraising.
- **Administration:** Helping with general administrative work and other tasks as requested.

3. Skills & Qualifications:

- University degree or college diploma required.
- Experience in fundraising an asset.
- Excellent oral and written communications skills.
- Ability to work under deadlines.
- Ability to work independently as well as part of a team.
- Good computer skills, in particular Microsoft Word, Excel and PowerPoint.
- English speaking. French an asset.

4. Benefits:

An internship with UNHCR Canada means you will engage in the daily activities of our employees and gain real-world experience while making a difference in the lives of people worldwide. Working with a seasoned fundraising professional, you'll immediately embrace real, meaningful assignments.

You will apply your educational knowledge to real-life situations while being urged to use your own creativity in your work. We will embrace your ideas as we want to learn just as much from you as you will from us!

5. To apply:

Interested applicants should send a resume and cover letter (consolidated into one document) to Jennifer Schnare at schnare@unhcr.org with the subject line "Fundraising Internship Application". Interviews will take place in Ottawa on a rolling basis until the role is filled.

Thank you for taking the time to consider this position. Please understand that only individuals chosen for the interview will be contacted. Unfortunately, we are not accepting phone calls at this time.