
Internal / External Vacancy Notice

Fundraising Intern - CANTO/PSP/VN/005

Location: Toronto, Ontario
Start date: June or July 2018 (date flexible)
Application deadline: 26 June 2018

1. General Background

The United Nations Refugee Agency (UNHCR) is the world's leading not-for-profit organization in helping and protecting the millions of people forced to flee their homes because of violence, conflict and persecution. We deliver life-saving assistance, including shelter, food and water while also safeguarding fundamental human rights, safety and dignity.

Our Canadian office is part of a global network that works in 130 countries, protecting over 65 million people. We were founded in 1950 as part of the United Nations effort to help people displaced by World War II. Since then we've been on the ground helping over 50 million people forced to leave their homes, and have even received two Nobel Prizes for our work.

We're passionate about the people we help—and the amazing team of people who work for us. We thrive on excellence, integrity and respect for diversity. Our culture is dynamic, results-oriented and focused on change, ready to tackle the latest global humanitarian crisis. You'll be part of a growing team that is highly motivated to meet and exceed goals and targets.

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 team, 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!

2. Purpose and Scope of Assignment

Reporting to the Development Associate and focusing on the mid-level portfolio, the Fundraising Intern will have a chance to gain a wide range of fundraising experience. The main responsibilities of this intern will include:

- **Communications:** Assist with or project manage the development of donor communication materials. Provide proof-reading and fact-checking support.
- **Prospect Research:** Use prospect research tools to create prospect briefings on the top-tier of mid-level donors.
- **Database Management:** Work in the donor databases to manage donor records.
- **Stewardship:** Help to write letters, cards and make calls to donors to thank them for their contributions. Help to organize donor stewardship events for mid-level donors.
- **Analytics and Reporting:** Assist with researching and analyzing data for all fundraising and marketing efforts. Pull information for a variety of sources in order to report on the effectiveness of our marketing and communication materials.
- **Administration:** Helping with general administrative work and other tasks as requested.



3. Monitoring and Progress Controls

- Have weekly check-ins with supervisor
- Share progress updates on projects
- Maintain regular working schedule (to be agreed upon at beginning of internship)

4. Qualifications and Experience

- University degree or college diploma (completed or in progress) required
- Experience in fundraising, marketing or communications an asset
- Experience working with donors an asset
- Experience planning events 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
- Ability to maintain a positive attitude – is outgoing and cheerful with donor interactions
- Ability to work with confidential information with discretion

There will be a daily food and transportation stipend for this internship. The internship can be full or part time for a duration of two to six months.

Interested applicants should send a resume and cover letter (consolidated into one document) to cant1adm@unhcr.org with the subject line “**CANTO/VN/PSP/005–Fundraising Intern**”. Please also indicate your availability for an internship including start date and term. 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.