

Internship Opportunity
UNHCR Canada, Private Sector Partnerships (PSP)

Title: Fundraising Intern
Location: Toronto, Canada
Working Unit: UNHCR Private Sector Partnerships (PSP), Leadership Giving (LG)
Duration: From 29 March 2018 to 30 September 2018
Wages: Paid internship beginning 01 June 2018

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 who are forced to flee from their homes due to violence, conflict and persecution. UNHCR provides shelter, food, water, medical care and other life-saving assistance to refugees worldwide.

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 Assistant Fundraising Officer, Leadership Giving (LG), Corporate Partnerships; and working with a small team of LG fundraisers in the PSP Toronto Unit, the Intern will have a chance to gain a wide range of fundraising experiences, including:

- **Research** and synthesize content to develop corporate material and undertake Due Diligence screening processes (prospect donor clearance).
- **Communications.** Prepare, proofread and verify LG content to ensure factual information is accurate (online and print).
- **Stewardship.** Compose donor reports on projects donors supported to show accountability, progress and challenges.
- **Coordination.** Coordinate activities, events that target LG audiences and key Diasporas.
- **Administration.** Assist with general administrative work and other tasks, as required by the service.

3. Skills & Qualifications:

- Completed at least two years of undergraduate studies
- Excellent written communications skills
- Experience in fundraising, marketing or communications an asset
- Can work under deadlines
- Can work independently, as well as part of a team
- Good computer skills (MS Word, Excel and PowerPoint)
- Fluent in English. 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 displaced people worldwide.

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!

How to apply

Interested applicants should send a resume and cover letter (consolidated into one document) to cant1adm@unhcr.org with the subject line "**LG Internship Application**".

Interviews will take place on a rolling basis until the role is filled.

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