



Special Events Fundraising Intern

Post: Special Events Intern
Location: Action Against Hunger UK – London Office - Greenwich
Department: Fundraising
Report to: Special Events Officer
Period: 3-4 days per week over minimum of 3 months
Start Date: late September 2019

Action Against Hunger is an international humanitarian organisation providing immediate assistance and long-term relief to people suffering from the consequences of man-made and natural disasters. Action Against Hunger has been one of the leading organisations in the treatment of malnutrition since its creation in 1979, and has programmes in over 45 countries around the world focusing on nutrition, food security, water & sanitation, and basic health.

Objectives:

- To play a key role in the organisation and logistical planning of Action Against Hunger's signature events
- To assist the Special Events team in securing auction prizes and event-related sponsorships, and promotions
- To assist the Special Events team in securing fundraising opportunities with new and existing supporters
- To help provide excellent supporter care and nurture relationships with a range of supporters, such as high value donors
- To contribute to the smooth running of a special event by providing support to the Special Events team in the run up to, and on the day/night of, the event

Areas of responsibility may include (but not limited to):

- Helping prepare and plan event logistics alongside the Special Events team
- Generating correspondence for the event (e.g. proposals, requests for support, thank you letters, receipts and acknowledgements)
- Obtaining quotes from suppliers as regards to planning logistics of events

- Contacting suppliers and potential sponsors for equipment, goods and services at low cost or as donations
- Updating spreadsheets and general event records
- Assist with ticket sales for upcoming events
- Attend and provide assistance on the day/night of the event, including the setting up and breaking down of the event
- To participate in post-event evaluation and de-brief of events
- Data entry onto the Raiser's Edge system (training will be provided)
- Researching and securing fundraising opportunities to engage potential supporters
- Assisting in communicating with supporters and nurturing relationships

Key competencies required:

- Minimum university degree (BA, BSc), working towards a university degree, or at least one year of administrative work experience
- Fluent English speaker with excellent written and verbal communication skills: professional telephone manner, sound level and experience in professional written communication
- Flexible multi-tasker who is able to work independently as well as part of a team and on more than one project at once
- Successful candidate will show sound level of initiative, creativity and lateral thinking in researching prospects as regard event, potential sponsor and supporter information

Other desirable qualifications:

- Experience in charity fundraising and event organising (volunteering and/or employed capacity)

Please ONLY apply online with your CV and cover letter expressing your reasons for applying for the positions and your suitability to the role: <http://www.acfin-hr.net/jobs/positions.php?hq=18>