US Special Projects Internship

Advancement Department | Summer 2019

Location: THP Global Office (Herald Square, New York City)
Reports to: Senior Director, US Fundraising
Period: June-August 2019 (10 weeks, dates flexible)

The Hunger Project (THP) is a global, strategic organization committed to the sustainable end of world hunger. In Africa, Asia and Latin America, we empower millions of rural women and men to end their own hunger. The Hunger Project has pioneered low-cost, bottom-up, gender-focused strategies in each region where hunger persists. These strategies mobilize villages to create and run their own programs that achieve lasting progress in health, education, nutrition and family income.

Internship Summary
The Hunger Project seeks an individual with a passion for serving others and an interest in ending hunger. This is an opportunity for a caring, curious individual to be part of a team working in fundraising and event management. S/He will work closely with the Investor Engagement Manager supporting administrative matters, assist in researching and developing new projects for the organization. The individual in this internship will provide support to a fast-paced, multi-faceted Advancement team at our global headquarters. S/he will help maintain internal data and files; interact with staff, conduct research; draft materials as requested in support of global fundraising and communications efforts, primarily serving the U.S. Fundraising team and, as assigned, to liaise with our program countries in Africa, South Asia, and Latin America.

Responsibilities
- Draft new and edit communication and fundraising materials specific to US Fundraising efforts and events, as well as support the facilitation of investor trips;
- Provide administrative support to US Fundraising team, including support for events, data entry and filing, organizing mailings, etc., as well as collateral design;
- Assist with communication to investors and gather information as needed;
- Research and create a strategic plan regarding potential investors
- Analyze and put together a plan on how to further improve our investor engagement strategy and our creative story telling process through digital platforms.
- Maintain internal systems that track prospects, tasks, deadlines and funding opportunities. Organize and maintain information for all tasks given;
- Other administrative duties and projects as assigned.

Qualifications
- Currently a bachelor or master student in their final year at Lund University School of Economics and Management.
- Mature, ability to be a self-starter, responsible.
• Interest, educational background and/or work experience in international development, gender studies, non-profit management, fundraising, client services, event management and hospitality;
• Outstanding oral and written communication skills;
• A team player, flexible and willing to contribute in any way needed. Has a desire to be in service of others, working behind the scenes to ensure excellent delivery of the team’s work. Resourceful and also able to work independently;
• Highly organized, detail-oriented, self-generating and committed to accuracy;
• Knowledge of standard business applications: Word, Excel, PowerPoint, SharePoint, GMail, GoogleDocs; knowledge of SalesForce a plus, as well as any graphics programs;
• Willingness to assist during evening events, as needed;
• Understanding of The Hunger Project’s values and approach;
• Experience working across nations and cultures a plus, as well as multiple language skills — particularly French, Spanish, Portuguese or Dutch (but not a solid requirement).

Application and deadline
This internship is only open to students at Lund University School of Economics and Management. Send your application consisting of CV and cover letter by April 1, 2019, at the latest, to career@ehl.lu.se or apply via MyCareer.

If you have any questions, please contact LUSEM Career Services at career@ehl.lu.se.

Information can also be found here:
https://www.lusem.lu.se/study/international-opportunities/internships
https://www.ehl.lu.se/utbildning/praktik-och-internships