



## Fundraising & Events Internship

**Purpose of role:** Fundraising Interns learn about and work across the F&BF teams. The purpose is to support the organisation's Fundraising team through research, data analysis, event-planning, and communicating with a range of stakeholders (including internal stakeholders, community volunteers, prospective donors, and VIPs).

Depending on your interests / skills, you may have the opportunity to focus on a particular type of fundraising (Challenge and Community Fundraising / High Net Worth Individual Giving / Trusts and Foundations Fundraising).

### Typical tasks include:

- Conducting research tasks
- Developing fundraising communications
- Meeting with high profile stakeholders, both internal and external
- Communicating with and supporting community fundraisers from the 'F&BF family'
- Undertaking monitoring and evaluation tasks for programmes across the organisation
- Compiling prospective donor profiles
- Supporting the coordination of major donor events e.g. dinners

### What we are looking for:

- An interest in and passion for interfaith and intercultural dialogue
- A positive, enthusiastic, sensitive and inclusive approach
- Ability to work independently and well as part of a team
- Proven ability to complete research tasks
- Excellent written communication skills
- Solid computer skills, particularly Microsoft Excel
- An interest in fundraising in the charity sector
- Experience in organising events (preferred, not essential)

### Supervision and support:

The Fundraising team provides direct supervision, overseeing and providing feedback on tasks. The Volunteer Manager supports interns' learning and development. Regular interfaith and skills-based training sessions are provided. Join a network of 200 former and current interns.

### Practicalities:

This voluntary role is for three or six months, three days a week, in our Kentish Town Office. Travel and lunch expenses will be reimbursed.

### How to apply:

We recruit every three months; for current vacancies, deadlines and details of how to apply please visit [www.faithbeliefforum.org/internships](http://www.faithbeliefforum.org/internships)

F&BF is a leading interfaith and intercultural charity that builds good relations between people from different backgrounds. We welcome applications from people of all faiths, beliefs and cultures.



**Naim Rastani**

### Fundraising Intern

I applied for an internship as a way of gaining skills that would aid me in any profession that I chose to pursue. I didn't expect to get into a role that would both challenge and enthral me – it is very rare to find something you know is pushing outside your comfort zone but that is fun and exciting at the same time.

What was particularly gratifying I was the support I received from my manager, Rachel, who was always willing to support me with the complicated software used in fundraising.

To work in the fundraising department gives you a bird's eye view of the whole organisation – as you really need to be acquainted with everything going on. This, I feel, was the best thing about my internship.