POSITION DESCRIPTION FOR FUNDRAISING INTERN

Location: Geneva
Category: Full-time (40hrs/week), 6-month duration, unpaid internship

General Overview

The World Federation of United Nations Associations (WFUNA) is a global nonprofit organization working for a stronger and more effective United Nations. Established in 1946, we represent and coordinate a membership of over 100 United Nations Associations and their thousands of members.

We work to build a better world by strengthening and improving the United Nations, through the engagement of people who share a global mindset and support international cooperation – global citizens.

Our organization has offices at the United Nations in both New York and Geneva, and hosts interns in both locations.

www.wfuna.org

The Global Citizen Campaign

Based on the premise that we are all united through the UN’s core values, in 2009, WFUNA launched the Global Citizen Campaign a series of targeted programs and activities that underscore the interconnectedness of global issues; promote cooperative and democratic problem-solving; and educate and engage the youth of today to be leaders and global citizens.

WFUNA’s fundraising work is done in the context of WFUNA’s Global Citizen Campaign taking place over three years with the aim of raising $ 5.5 million. The money from this campaign will cover both core and programming costs.

Position Description – Fundraising Intern

The fundraising intern will provide support for WFUNA’s fundraising activities in cooperation with key staff members and the organization’s fundraising consultants. Fundraising is the lynchpin allowing WFUNA to complete both its day-to-day activities and run its programs. All activities and programs of WFUNA rely on outside funding.

Responsibilities include:

- Researching prospects, such as corporations, foundations, individuals and government ODA (overseas development assistance)
- Grants and fundraising application writing and adapting and writing correspondence such as Letters of Inquiry
- Follow up on grant applications
- Tracking fundraising activities, donors and deadlines
- Maintaining a system for communication regarding fundraising between staff and consultants; Working with program coordinators in compiling information on grant applications.
Additional responsibilities/ opportunities may include:
- Assisting with some administrative duties at the office
- Attending relevant UN meetings

**Some of the opportunities:**
1. The Fundraising intern will have to familiarize him/herself with each WFUNA program under the headings of Peace & Security, Sustainable Development, and Human Rights. Thus, the fundraising intern will acquire an understanding of a broad range of topics and issues.
2. The WFUNA Secretariat office is located within the Palais des Nations, the United Nations building in Geneva. The Fundraising Intern will have access to the United Nations building, conferences and events and resources such as the UN Library.
3. This position offers an excellent networking opportunity – the Fundraising Intern will be able to make contact with UN staff, diplomats, UNA members, academics, and NGO representatives, and meet other interns from around the world who are working at the UN.

**Additional considerations:**

Prior coursework/ academic background and/or practical experience in the field of fundraising and fluency in English and good knowledge of French are a must.

Preference will be given to candidates with prior UNA experience.

Familiarity of the UN system is beneficial.

Strong writing, drafting and computer skills are necessary.

Fluency in English is necessary for this post; good knowledge of French is highly desirable; knowledge of another foreign language is a plus.

*To apply, please go to [http://www.wfuna.org/internship-vacancies-and-application-instructions](http://www.wfuna.org/internship-vacancies-and-application-instructions) and follow the instructions at the bottom of the page.*