

BRAC Internship Description

Programme/Enterprise: BRAC International

Project/Unit: Fundraising

Duration: 3 months

Application Deadline: September 19 2020

Starting Date: September 28 2020

Location: 7th Floor, Head Office, Dhaka. Due to COVID-19, all BI staffs are now working from home, until further notice. The same will be applicable for the recruited person.

Working Hours: 8.30am - 5.15pm (Sunday – Thursday)

Monthly Stipend: BDT 5,000

Programme/Enterprise Description

BRAC International's vision is of a just, enlightened, healthy, and democratic world free from hunger, poverty, environmental degradation, and all forms of exploitation based on age, sex, and ethnicity. Our mission is to work with people whose lives are dominated by extreme poverty, illiteracy, disease and other disadvantages. With a holistic approach, we strive to bring about positive changes in the quality of the lives of the poor. We are currently operating across ten countries in Africa and Asia.

Project/Unit Description

The Fundraising Unit at BRAC International is responsible for overseeing fundraising activities across different country offices in Asia and Africa. Responsibilities of the unit includes identification of new donors and new funding opportunities, support country offices in preparing funding applications, provide technical support in areas related to fundraising, and ensure financial viability of BRAC international and it's country offices.

Purpose of Internship (including learning outcomes)

Learn about various BRAC programmes across Asia and Africa, different stages of fundraising and provide support to BRAC International fundraising team.

Intern's Responsibilities

- Documentation of BRAC International's ongoing and past projects
- Prepare various materials (i.e. brochures, country profiles, capacity statements, factsheets etc.) to support the fundraising process
- Update BRAC International's organisational information in various donor portals (Pador, UNPP etc.)
- Support in various meetings facilitation and note taking
- Analyse BI's Fundraising database and prepare summary reports
- Review policies and other information of various donors and partners in order to complete due diligences
- Any other work assigned by the supervisor

Requirements

a) Educational Background

- Level: Bachelor's / Master's degree
- Subject: International Business / Management / Development Studies / Economics / Finance/ Anthropology / Gender studies, any other relevant subject from any reputed University.

b) Language Proficiency

- Bangla (written/spoken): Not required

- English
Spoken: Fluent
Written: Advanced

c) Knowledge/Skills/Competencies:

- IT skills (Advanced MS Word, PowerPoint, Excel, internet browsing skills)
- Advanced Google Docs, Google sheets and Google Drive
- Analytical skills
- Report writing skills

d) Work/Volunteering Experience:

Experience of volunteering with development organisation will be an advantage.