

BRAC Internship Description

Programme/Enterprise: Global Resource Mobilisation and Partnerships (GRP)

Project/Unit: New Business Development

Duration: 3 months

Application Deadline: 17 December 2022

Starting Date: 1 January 2023

Location: 18th Floor, BRAC Centre, 75 Mohakhali, Dhaka 1212

Working Hours: 8.5 hours a day, and 5 days a week

Monthly Stipend: BDT 5,000

Programme/Enterprise Description

The Global Resource Mobilisation and Partnerships (GRP) department was originally established in 2017 to work with regional teams, country offices, and BRAC affiliates in designing high-quality programs, mobilising resources, improving the quality of program implementation, expanding partners/donor networks, and becoming a stronger knowledge partner.

GRP coordinates and supports the fundraising and proposal development initiatives of BRAC, BRAC International, and BRAC affiliates (BRAC USA and BRAC UK). GRP also extends support to the programmes in building capacity to deliver quality programmes, harness supporting resources, and above all, impact the lives of the people BRAC serves.

Project/Unit Description

“New Business Development (NBD)” of GRP is primarily responsible for implementing the action plan for resource mobilisation with bilateral donors, foundations, and multilateral and regional organisations, in line with OneBRAC Global Resource Mobilisation and Partnerships Strategy. NBD also works on identifying qualifying prospects in the donor landscape analysis, conducting outreach, and cultivating prospects to build trustful relationships.

Purpose of Internship (including learning outcomes)

To support the Senior Manager with day-to-day programme activities, update databases, and communicate regularly and routinely with internal and external stakeholders.

Intern's Responsibilities

- Support in completing partnership due diligence documentation
- Support in updating the master database
- Take minutes of meeting
- Support in data mapping
- Assist in organising workshop/meeting
- Coordinate with different internal and external stakeholders
- Make phone calls and send emails to relevant stakeholders, and follow up on the commitments and decisions made
- Draft promotional materials and slide deck for presentation to potential donors
- Physically visit Embassies and/or partner organisations to collect contact
- Any other assignments given by the supervisor

Requirements

a) Educational Background

- Level: At least Bachelor's degree (CGPA: at least 3 out of 4)
- Subject: Any discipline from UGC-approved universities. However, candidates from Business Administration, Development Studies, and English literature backgrounds with proven working experience will be prioritised.

b) Language Proficiency

Bangla

- Spoken: Native
- Written: Very Good

English

- Spoken: Very Good
- Written: Very Good

Other:

- The medium of education at the Bachelor's level must be English
- An IELTS score of 7 or above would be considered favorably

c) Knowledge/Skills/Competencies:

- Knowledge of Bangladesh's development history and global agenda/SDGs
- Concise articulation skills in English / Bangla of the concepts/ideas/discussions
- Data skills, particularly Office Excel or Google Spreadsheet
- Desk research skills to find out the right and required information from the internet
- Carrying a can-do approach
- Critical thinking capacity
- Respectful to people
- Commitment to carry the BRAC values
- Respecting deadlines, above all

d) Work/Volunteering Experience: Preferred. Ideally, in new business development, and idea pitching for a non-profit organisation