

BRAC Internship Opportunity – Details

Programme/Enterprise: Partnerships and Donor Liaison Office (DLO)

Project/Unit: Fundraising and Programme Development

Duration: 2 months

Starting Date: 28th May 2017

Application Deadline: 2nd April 2017

Location: BRAC DLO Office, Gulshan Tower, Dhaka

Working Hours: 08:30 am – 05:00 pm, Sunday - Thursday

Programme/Enterprise Description

The core focus of the Partnerships and Donor Liaison Office is to ensure mutual understanding and effective communication between BRAC and its partner organisations, and donor agencies. We play a key role in managing the Strategic Partnership Arrangement (SPA), a unique partnership involving BRAC, the UK Department for International Development (DFID) and the Australia's Department of Foreign Affairs and Trade (DFAT). We manage relationships with partners, both in the development sector and the private sector, coordinating all technical assistance, evaluations and review missions. We are also responsible for coordinating BRAC's fundraising and proposal development efforts, driving organizational and programmatic sustainability.

Project/Unit Description

As BRAC undergoes a massive organizational transformation, shifting towards a social enterprise and cost-recovery model, fundraising and programme development have come to form key components of the DLO's operational activities. This involves ensuring the organisation's long-term sustainability by extending its vision of working together with other development agents through various avenues including grants and partnerships.

Purpose of Internship

The purpose of the internship is to help support and develop the DLO's overall fundraising and programme development activities.

Intern's Responsibilities

- Managing the BRAC fundraising pipeline
- Helping develop Private Sector Engagement strategy
- Reviewing and updating the partnership assessment checklists for non-profit and private sector partnerships
- Preparing reports of BRAC's headline results for the SPA

Requirements

- a) Educational Background

- Level: Bachelor's Degree
- Subject: Economics / International Development / Business Studies

b) Language Proficiency

- Bangla (written/spoken): Not requested
- English (written/spoken): Advanced

c) Knowledge/Skills/Competencies

- Excellent written and verbal communication skills in English
- Attention to detail and the ability to ensure all outputs are the highest quality
- Excellent interpersonal skills and the ability to communicate at all levels in complex environment
- Ability to work with staff and contributors at all levels both internally and externally
- Able to tackle challenges constructively, and find creative ways forward
- A commitment to equal opportunities

d) Work/Volunteering Experience

- Experience with development organisations and donor/partnership engagement is preferred, but not mandatory.