

BRAC Internship Description

Programme/Enterprise: Skills Development Programme

Project/Unit: Fundraising and Donor Liaison

Duration: 3 months

Starting Date: 25 June 2017

Application Deadline: 17 June 2017

Location: Head Office, Dhaka

Working Hours: 8.30am-5.00pm, Sunday to Thursday

Programme/EnterpriseDescription

BRAC's Skills Development Programme (SDP) offers high-quality training to people from all backgrounds, and links graduates with decent work opportunities that respect the rights of workers. SDP offers technical vocational training, enterprise and institution-based apprenticeships, entrepreneurship and enterprise development, especially for start-ups in the informal sector, works to improve working conditions and strengthen market value chains. The programme supports the Government in their goal to ensure employable skills for all, and our training is in line with the National Skills Development Policy, with a special focus on women, people with disabilities and other marginalised groups.

Project/UnitDescription

SDP's Material Development, Communications, Monitoring & Evaluation, Knowledge Management and Fundraising Unit is an overarching strategic team for the program. It establishes, facilitates and maintains campaigns, dissemination events, strategic documents, information flow, tracks and pursues fundraising opportunities in collaboration with BRAC USA and BRAC UK. It ensures programmatic learning, strengthens credibility and ensures SDP's sustainability.

Purpose of Internship (including learning outcomes)

After the three months assignment, the intern will be able to understand how to track fundraising and partnership opportunities, and the steps from an initial idea to project implementation; establish a fundraising tracking system, understand the development aid and donor landscape, of Bangladesh and its employment sector, and the daily work of a development aid organisation.

Intern's Responsibilities

The intern will be primarily responsible for the following:

- a) facilitating daily work of Fundraising Unit
- b) attending basic tutorials on Salesforce
- c) Salesforce: Exploring opportunities matching the programme's needs with BRAC USA, BRAC's Donor Liaison Office and supervisor and feeding in new information in
- d) Managing departments' use of (new) software and products (such as Google Drive/Business, Salesforce, Taroworks, Excel), ensuring every staff member has an account and the basic knowledge to use those tools

- e) Research events related to skills and decent employment sector in Dhaka and developing a pipeline for the team
- f) Assisting with review of proposals, agreements and business plans
- g) Developing profiles of existing donors and partners for individual liaison in close cooperation with Donor Liaison Office
- h) Finding, tracking and figuring out eligibility of fundraising opportunities for SDP
- i) Attending at least one field trip and preparing a short essay to reflect BRAC's work in Bangladesh.

Requirements

- a) Educational Background
 - Level: Bachelor's Degree
- b) Subject: Social Sciences / Economics / Political Sciences / Management
- c) Language Proficiency
 - Bangla
 - Spoken: Fluent
 - Written: Basic
 - English
 - Spoken / Written: Advanced
- d) Knowledge/Skills/Competencies:
 - Excellent knowledge of MS Excel and Word
 - Team worker
 - Deadline driven
 - Basic understanding of coding
- e) Work/Volunteering Experience:
 - Not essential but experience in field of fundraising in Bangladesh or abroad with an INGO or NGO would be an advantage.