

## **BRAC Internship Description**

**Programme/Enterprise:** Global Resource Mobilisation and Partnerships

**Project/Unit:** Resource Mobilisation & New Business Development

**Duration:** 3 Months

**Application Deadline:** 17 January 2026

**Starting Date:** 25 January 2026

**Location (Office & Floor):** 18<sup>th</sup> Floor, BRAC Centre

**Working Hours:** 8 Hours

**Monthly Stipend:** BDT 8000

### **Programme/Enterprise Description.**

The Global Resource Partnership (GRP) holds the primary responsibility for coordinating and delivering strategic partnership development across OneBRAC, in alignment with the Global Resource Mobilisation and Partnerships Strategy. GRP will oversee the allocation and coordination of resources across BRAC's global network, focusing on resource mobilisation, partnership development, grant management, and capacity building in both resource mobilisation and grants management. Additionally, GRP will collaborate to develop and lead the implementation of a comprehensive global strategy for resource mobilisation.

### **Project/Unit Description**

The New Business Development Unit, GRP plays a critical role in securing the financial resources needed to support the organization's mission and programs. This unit is responsible for developing and implementing strategies to attract and manage funding from a diverse range of sources, including governments, foundations, corporations, and individual donors. It oversees donor engagement, relationship management, fundraising analytics generation and ensuring that fundraising efforts align with the BRAC's strategic goals.

### **Purpose of Internship** (including learning outcomes)

The purpose of an internship role within the Resource Mobilisation Unit of an NGO is to provide support in key areas of fundraising and donor engagement while offering the intern practical experience in nonprofit resource development. The intern will assist with

research on potential donors, generate fundraising analytics, and contribute to the preparation of fundraising materials.

### **Intern's Responsibilities:**

- Assist with research on potential donors.
- Contribute to the preparation of fundraising materials.
- Support team when it comes to logistics support in organizing Fundraising CoP workshops.
- Help coordinate communication efforts.
- Participate in strategy meetings.
- Learn about new business development processes.
- Develop skills in fundraising landscape analysis, communication, strategic planning and coordination within a nonprofit setting.

### **Requirements**

- Educational Background
  - Level: Minimum Bachelors
  - Subject: Development studies, Environmental science, Business administration and Economics
- Language Proficiency
  - Bangla (spoken): Strong
  - English (written/spoken): Strong
- Knowledge/Skills/Competencies:
  - Planning and coordination
  - Communication
  - Proactive learning
  - Research skills
  - Analytical skills