



GLOBAL ORPHAN FOUNDATION

caring for the world's most vulnerable children

Fundraising Event Intern

Organization

Founded in 2007, the Global Orphan Foundation exists to advocate on behalf of the orphan, and respond with action to provide holistic care to orphaned and vulnerable children worldwide.

For more information, please visit www.globalorphanfoundation.org

Position

Reporting to and in partnership with the US Director, the Fundraising Event Intern (Intern) will assist the Director in all areas of fundraising through events. The Intern will be tasked with managing third party events, online fundraisers, in-person dinner parties, and supply drives. The goal is that the Intern will be able to promote the availability of these fundraising tools to bring in new fundraisers raising at least \$5,000 per semester.

The desired individual will have an outgoing and friendly personality; demonstrated professionalism and tact in communications with a diversity of individuals; strong organizational and time management skills; acute attention to detail and ability to work well independently.

Hours and Compensation

Part-time 5-10 hours per week; unpaid internship with flexible virtual office hours. We will work with Universities / Colleges to establish internship credit. Compensation will be reviewed at the ½ way point of the semester.

Responsibilities

- Review and updating of GOF tools and resources for fundraising events.
- Creation of a guide to support supply drives.
- Track needed supplies at Bolingo Village.
- Manage the GOF Amazon Wishlist.
- Assist in processing supply donations and ensuring the addition of these donations in our database.
- Support the promotion of GOF's third party fundraising opportunity. Assist in marketing and logistics for third-party fundraising events.
- Host a third-party event.
- Attend all-staff meetings.

Qualifications

- Student or recent graduate from an accredited university with a focus in non-profit management, public affairs, or related field.
- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Good judgment, with the ability to make timely and sound decisions.
- Understanding of and commitment to Global Orphan Foundation's mission.

To Apply:

Qualified applicants should send their (1) resume with a brief statement of interest to info@globalorphan.org. No phone calls or in-person visits, please.