



Habitat for Humanity International's vision is a world where everyone has a decent place to live. Anchored by the conviction that safe and affordable housing provides a critical foundation for breaking the cycle of poverty, Habitat has helped more than 3 million people construct, rehabilitate or preserve homes since 1976. Habitat also advocates for fair and just housing policies and provides training and access to resources to help more families improve their shelter conditions. As a non-profit Christian ministry, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission. To get more information, to donate or to volunteer, please visit www.habitat.org.

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

We are currently seeking to recruit an:

Donor Relations Intern

Responsibilities/Duties:

1. Research new donor opportunities and review existing donor accounts with a view of reactivating dormant donor accounts existing outside the EMEA Region.
2. Develop briefing documents (BDs) of the identified opportunities and bring them to the attention of fundraiser/s in the relevant HFHI entity
3. Support with back-office stewardship of current donors generated within HFH global fundraising network and US Affiliate Partners
4. Create, update and maintain a record of donor relations materials to be used by HFH National Offices (PPTs, handbooks, guidelines, templates etc.)

Working time - approximately 20hrs per week (flexible)

Requirements:

- Must be a full time University student
- Openness to learn and ability to process information
- Excellent command of English
- Willingness to do administrative work
- Good interpersonal, communication and writing skills
- Interest in topics of housing/advocacy/sociology/ grants
- Willingness to work in a cross-cultural environment
- Interest in a long term internship for at least a year

If you'd like to join the global team in Bratislava and you qualify within the specified job requirements, submit your **motivation letter** and **CV** as ONE DOCUMENT in English to Human Resources at emeahr@habitat.org.

Deadline for submitting applications is **28 June 2016**. Only short-listed candidates will be contacted for an interview.

To find out more about Habitat for Humanity, visit <http://www.habitat.org/>