



**Habitat for Humanity International (HFHI)** is an international organization dedicated to eliminating poverty housing worldwide. Since 1976, Habitat has helped more than 6.8 million people gain strength, stability and independence through housing, including home construction, rehabilitation and repairs and by increasing access to improved shelter through products and programs. Habitat also advocates to improve access to decent and affordable shelter and offers a variety of housing support services that enable families with limited means to make needed improvements on their homes as their time and resources allow. As a nonprofit housing organization, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission.

We are currently seeking to recruit a:

## **Fundraising Intern**

- Paid internship approximately 20hrs per week (flexible)

### ***Responsibilities/Duties:***

Reporting to the Donor Relations Specialist the main responsibilities of the intern will be:

- Internet research and creating donor profiles
- Identify and research new fundraising opportunities with Individuals/Corporations/Foundations & Institutions
- Gathering information about Habitat projects around the world
- Drafting presentations, background materials, reports, proposals and other documents
- Translating some of the background materials, reports and proposals to German
- Maintenance of internal records
- Recording steps and funding opportunities in donor database
- Ad hoc assistance tasks related to the donor care and fundraising activities

### **Required Skills:**

- University student with specialization in International Relations, European Studies, Political Science, Sales, Communication/Marketing or a similar
- Fluency in English is a must (German is an advantage)
- Very good computer skills - Word, Excel, PowerPoint
- Good interpersonal, communication and writing skills
- Ability to work independently
- Experience with cross-cultural environment

If you are interested in the internship at Habitat, and in helping to eliminate poverty housing and you meet the requirements, please send in one document your **motivation letter** and **CV** in English indicating the position you are applying for to Human Resources to [hr.europe@habitat.org](mailto:hr.europe@habitat.org). Closing date for applications: **October 7<sup>th</sup>, 2016**.

To find out more about HFHI visit us at [www.habitat.org](http://www.habitat.org)