



EFDN

European
Football for
Development
Network

Job Description

Job Title: Fundraising & Marketing Internship

Rate of Pay: Full Time / 40 Hours / Internship fee

Accountable to: CEO

Purpose

Do you have a passion for football, sustainability and social change together with an interest in fundraising, event organisation and marketing? Then we are looking for you.

As a Fundraising and Marketing Intern, you will be an integral part of our operations department. Among others, you will be supporting the Fundraising & Marketing Departments regarding the monitoring & evaluation of EFDN Fundraising & Sponsorship objectives. Additionally, you will be assisting the team in the preparation and identification of sponsorship opportunities and fundraising events. Moreover, you will be involved in the communication with EFDN Partner members and stakeholders.

Key Responsibilities

- Identify Institutions and individuals for fundraising opportunities
- Assist with the marketing and logistics for fundraising events.
- Provide support for on-going development activities including prospect research, grant writing, support, build sponsor programme administration, and programme marketing.
- Serve as ongoing point of contact for event participants before and after their event day.
- Develop social media marketing, recruitment, and event updates for events including Facebook updates, tweets, and blog posts.
- Provide event participants with necessary documentation in a timely manner.
- Manage participant and donor data in software programs.
- Develop and manage fundraising incentive programs.
- Attend and participate in event related activities and meetings.

Individual Specifications

- **Essential:** Student enrolled at a university in the EU throughout the course of the internship
- Preferably experience in supporting delivery in a range of subject areas
- Interest in working with social media platforms
- Self-motivated team player with the ability to meet deadlines, remain flexible and adjust to changing priorities in a fast-paced environment
- Ability to prioritise and manage their time effectively
- A passion for football and social change

Personal Attributes

- Is enthusiastic and professional.
- Is a charismatic individual who brings life and energy to their delivery
- Is innovative and able to convert difficulties into successes
- A student centred approach to learning
- Punctuality and reliability
- Has passion for helping young people achieve and raising aspirations.



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Experience

- 3rd/4th year student within Fundraising, Event management, Marketing or other related field,
- Fluency in English, with excellent verbal and written communication skills

Team Work

Ensure effective communication within your work team and actively offer support and guidance as necessary.

Equal Opportunities and Harassment

Ensure understanding, awareness and compliance with the Company's Equal Opportunities and Harassment Policies.

Hours of Work

The employee is required to work 40 hours based on a working week of Monday to Friday and some weekends

Timeframe

The internship position shall take 4-6 months and is currently available

Application

Please send your CV and Cover letter to Hubert Rovers by sending an e-mail to jobs@efdn.org.