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**FUNDRAISING & EVENTS INTERN**

Foundation for Women’s Health Research and Development (FORWARD) is the African women- led organization working to end violence against women and girls. From female genital mutilation (FGM) and child marriage to domestic and sexual violence, we tackle abuse and discrimination – enabling African women and girls to have the dignity, health and equality they deserve. Our vision is a world where women and girls live in dignity, are healthy, have choices and equal opportunities.

We are seeking an organised and self motivated Fundraising and Events Intern who is passionate about African women’s health and rights and international development and interested in fundraising and events to join our team for a minimum of 4 months.

Your key tasks will include:

* Helping the team research prospective donors, corporates and trusts to match our charity objectives
* Liaising with individual donors and community fundraisers, creating donor communications materials including newsletters
* Maintaining the organisations fundraising focused online presence
* Supporting the team in preparing and submitting funding applications to Trusts and Foundations.
* Supporting the team in creating fundraising materials such as leaflets, brochures, articles, fundraising packs and internal support materials
* Supporting the team with day to day administrative duties such as thanking donors, recording gifts, processing gift aid and updating and maintaining the CRM database
* Help research, coordinate and promote our fundraising events

You will have excellent written and verbal communications skills. You are professional and confident dealing with the public. You must be able to multitask and work independently whilst balancing your time efficiently to meet tight deadlines. You will have a passion for charitable work, a desire to take responsibility and willingness to learn. Experience of using a databases is a strong plus. Some fundraising experience is preferred but an interest in fundraising and a proactive and positive outlook are more important factors in choosing the right candidate.

This position will start as soon as possible. The position is voluntary, though expenses of £10 per day are covered. To apply please send your CV and a covering letter to recruitment@forwarduk.org.uk