



CALL FOR APPLICANTS

DEVELOPMENT INTERN

- Fundraising -

- 3 months fixed term contract.*
- Our ideal is Freetown, Sierra Leone. We are open to someone fulfilling the position remotely if they have the right experience.
- Deadline for applying: 30 November 2022.
- We are looking for someone to start on the 1st of January, 2023.

ABOUT ADVOCAID

Founded in 2006, AdvocAid is the only human rights organization in Sierra Leone providing holistic access to justice and post-prison support to women and girls who come into contact with the law. We provide access to justice, legal empowerment, psycho-social and welfare support, and post-detention support. We leverage lessons and voices from this work to fuel our advocacy work - campaigning for systemic change to create a gender-just legal system. AdvocAid is led by women, for women, and operates from established offices in Freetown, Makeni and Kenema across eight towns in Sierra Leone.

ABOUT THE ROLE

The intern will support the Development Associate with the following activities:

- Develop and implement an individual giving fundraising strategy as a priority growth area for AdvocAid and manage the Global Giving platform.
- Proactive research to identify wide-ranging funding opportunities that align with AdvocAid's strategic objectives, including trusts, foundations, institutional donors, and corporates.
- Manage AdvocAid's donor database, tracking prospective donors, submitted applications, and historical data on donor engagement.
- Cooperate with the delivery of fundraising events.
- Cooperate with the application of funds.
- Work with the Development Intern focused on social media to communicate our activities to donors.
- Support the Executive Director in ensuring timely donor reporting by drafting assigned project reports and tracking deadlines.
- Occasionally support project management and implementation of activities.
- Support the Executive Director in developing grant proposals for institutional funders.
- Manage all donor thanking.
- Help coordinate events planning.



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| Experience | Skills |
|---|--|
| Student or new graduate with a degree in International Development, Political or Social Science, Anthropology, Social Work, or a related subject. | Fluent in English (fluent in Krio is a plus). |
| Experience of travelling or volunteering in countries of the Global South. | Excellent written and presentation skills. |
| Experience in doing fundraising, communications, or both for a non-profit organisation (plus). | Highly organized - able to juggle multiple deadlines at any one time and develop relationships over the long-term while reacting to short term priorities. |
| Experience in writing successful proposals for trusts, foundations or institutional funders (plus). | Excellent communication skills - particularly via email and video call. |

APPLICATION PROCESS

To apply, submit your CV (no more than three pages) and a cover letter (maximum one page) to info@advocaidsl.org. Please address your application to the Executive Director and write "Development intern application" as the subject line.

The application deadline is 12 midnight GMT on Wednesday, 30 November 2022. We expect to conduct interviews in the two weeks after the deadline. We welcome applications from Sierra Leonean and non-Sierra Leonean candidates and particularly encourage women to apply.

SALARY

This internship is unpaid, and the intern will be expected to cover his/her expenses for the duration of the placement. Unfortunately, AdvocAid, as a small organization, cannot cover funds for international interns/fellows. However, we will support any funding applications that the intern wishes to apply for.

AdvocAid can advise on sourcing housing and settling into Freetown. Interns will also be connected to a network of current / previous AdvocAid volunteers and supporters in Freetown.