



## Vacancy Announcement

### FUNDRAISING INTERN (6 months from May 2023)

Child Rights Connect is looking for a half-time intern (18 hours per week) starting from May for six (6) months.

**\*\*PLEASE NOTE\*\*** To be considered for this internship, candidates must satisfy ALL of the following requirements:

- Be a Swiss citizen, EU citizen with a Swiss guarantor, or already in possession of a Swiss/EU work permit;
- Be an enrolled University student (enrolled in either (a) the last year of an undergraduate/Bachelor programme; or (b) a graduate/Master's programme); and
- Be able to obtain an internship agreement with the enrolled University that allows for you to work 36 hours per week.

Child Rights Connect is the largest global network of child rights organisations, based in Geneva, Switzerland, reaching millions of children in more than 190 countries and working to realise the rights of all children in all places through the UN human rights system. Child Rights Connect works to mainstream children's rights and a child rights-based approach throughout the broader UN human rights system. This includes monitoring human rights developments at the UN which may have an impact on children's rights and coordinating children's rights defenders around joint advocacy activities on key priority issues at the UN Human Rights Council. Our work also involves providing children's rights defenders, including children, with capacity-building and technical assistance to help them better promote, implement and monitor the CRC in their countries, through engaging with UN human rights mechanisms including the Committee on the Rights of the Child. You can find out more about our activities and strategic goals in our [Strategic Plan 2020-2024](#).

### JOB DESCRIPTION

#### *Main responsibility*

Support the work of Child Rights Connect's Programme Manager with a focus on fundraising/resource mobilization in implementation of Child Rights Connect's 2023 Fundraising Action Plan, as well as with monitoring, evaluation and learning activities in line with Child Rights Connect's organisational monitoring and evaluation (M&E) plan.

#### *Main tasks*

##### **Fundraising**

- Undertake research and gather intelligence on new, potentially suitable donors.
- Regularly monitor and analyse calls for proposal to identify potentially suitable funding opportunities.
- Support donor outreach efforts (e.g., organising introductory meetings).
- Support the development and submission of funding applications.
- Assist in developing and/or maintaining fundraising tools (databases, communication materials, etc.).

##### **Monitoring, evaluation, and learning**

- Assist in gathering, processing, and analysing data on the level of achievement of outputs and outcomes by the organisation (as per the organisational M&E plan).
- Assist in developing and testing specific data collection tools around activities (e.g. surveys).
- Support the development and/or dissemination of case studies / impact stories.
- Support the development and submission of donor reports.

## Communications

- Prepare communications materials and assist in developing and/or maintaining the external communication tools used by Child Rights Connect (website, social media, etc.).

## CANDIDATE PROFILE

1. Commitment to children's rights.
2. Understanding of the international human rights framework is a plus.
3. A first-level university degree in a relevant field (e.g. international human rights law, political science, social science, international relations, project management) is preferred (or being in the final year of such studies).
4. Prior experience in fundraising, ideally in a non-profit organisation, is a plus.
5. Robust research and analytical skills and sense of attention to details
6. Strong oral and written communication skills. Design skills is a plus.
7. Strong planning and organising skills, and ability to prioritize multiple tasks.
8. Fluency in **English**. Strong competency in French and Spanish is a plus.
9. Strong sense of responsibility, ability to work independently and good teamwork skills.
10. Computer literacy including Microsoft Office suite. Experience with Zoom, WordPress, Google Forms, and Infographics creation/design tools (or willingness to learn) would be strong assets.

## CONDITIONS

A monthly allowance of CHF 600 is provided for this half-time internship (Swiss social charges will be deducted from this amount).

Preference is given to a Geneva-based internship. However, flexibility measures regarding working from home can be discussed with the supervisor.

## APPLICATION PROCESS

Please send a CV, a letter of motivation, along with a short writing sample by using this [application form](#).

*Please note that due to the high number of applications, we will not review incomplete applications and only short-listed candidates will be contacted.*

**Deadline:** Applications must be submitted by no later than midnight 9 April 2023 (CET time).

**Interviews:** Online interviews will take place on the week of 17 April 2023.