

## Internship Role Description #joinRG

<b>Job Title:</b>	Fundraising Intern
<b>Reports to:</b>	Reload Greece CEO
<b>Responsible for:</b>	Fundraising
<b>Time Commitment:</b>	Minimum involvement of 5 days per week   minimum of 6 months

Founded in 2012, Reload Greece is a London based educational charity which enables young entrepreneurs create businesses with a social and economic impact in their home countries. The range of educational programmes, are designed to support aspiring entrepreneurs all the way from the conception to the execution of their ideas. Nearly 5,000 people have been educated through Reload’s programmes, over £5m startup investment has been achieved by participating startups and more than 210 new jobs have been created. Our activities include four main programmes: the Young Entrepreneurs Programme pre-accelerator for early stage startups, RG Challenge accelerator for investment ready startups, the Pre RG Challenge bespoke pre-accelerator and RG Connect, our annual thought leadership conference.

Currently searching for a Fundraising Intern to support the charity’s next phase of growth. Working closing with Reload Greece CEO and the Board of Trustees, the Fundraising Intern will help us develop and successfully implement our fundraising strategy. This is a perfect fit for someone looking to get an in depth understanding of how the charity sector works and/or someone who has just started or would like to develop a career in fundraising.

This is an exciting opportunity to join a driven, youthful and highly motivated team as well as interact frequently with a highly experienced Board of Trustees who guide and contribute to our strategic direction.

### Primary Responsibilities

- Work collaboratively with the Chief Executive on all aspects of fundraising, overall organisation strategy and development
- Research prospective sources of funding
- Develop prospect donors list
- Grow and update donors contacts database
- Identify and secure philanthropic opportunities including major donors; foundations and corporates in Greece, the UK and beyond
- Identify key strategic partnerships
- Assist in developing fundraising proposals
- Help in the application and submission process
- Closely follow up submission process to ensure applications are well-received, all requested information is provided and the reply timeline is adhered to
- Produce regular reports of progress against strategic plan
- Help with organisation of Donor appreciation events in Athens and London
- Ensure all communications with charities, associates, Board members and other stakeholders are prompt, clear and transparent;

### Skills and Requirements

- Educated to degree level or equivalent is desirable
- Strong organizational and research skills
- Excellent communication and writing skills
- Ideally fluency in Greek Language is a plus

- Ability to build strong relationships
- Sense of responsibility and attention to detail
- Self-discipline and self-management skills
- Interest in Entrepreneurship and Social Impact and Innovation
- A “start-up” mentality and willingness to work tactically in a growing team of creative and driven members and volunteers
- A proactive outlook and an initiative to suggest improvements to current work practices
- Ideally have a track record in fundraising, supported by evidence of raising significant amounts of money for charities
- Ability to maximise networks – both internal and external to Reload Greece; Ideally have a track record of building relationships with foundations, corporates and individuals across the full donor cycle as well as strategic insights on how to grow the organisation and maximise our impact

**Internship Benefits:**

- Gain work experience, enhance your CV and get recommendations from our team
- Develop your network
- Explore a career in fundraising
- Opportunity for professional development as Reload Greece grows
- Free access to Reload Greece events and resources
- Work closing with the CEO
- Interact frequently with a highly experienced Board of Trustees who guide and contribute to our strategic direction