

## Renewable World Role Outline

**Role:** Fundraising Intern – Christmas Card Campaign

**Location:** Home-based due to Covid-19

**Salary:** Unpaid voluntary position; however we do offer a daily stipend of £10

**Duration:** Minimum 2 days per week for a 3-month minimum commitment

**Responsible to:** UK Fundraising and Events Officer

**To apply:** Send your CV and a brief covering letter to [events@renewable-world.org](mailto:events@renewable-world.org)

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## About us

Renewable World is an international charity that tackles poverty through the provision of affordable renewable energy. By connecting remote communities with clean energy, and training them to use it productively, our projects raise people's incomes, keep their homes smoke-free, create time for education and ultimately help power people out of poverty.

## Role summary

We are currently looking to recruit a committed, enthusiastic and reliable Fundraising Intern to support our annual Christmas e-card fundraising campaign.

This internship will provide the successful applicant with first-hand fundraising and appeal management experience. It is an ideal opportunity for a committed graduate wanting to gain experience in the charity sector and get to know the workings of a small organisation.

Working from home due to Covid-19, we ask for a regular commitment of at least 2 days per week for a minimum period of 3 months (the candidate must commit to seeing the campaign through to finish, so minimum end date would be working up until Christmas, ideally the candidate would stay on into January to help with donor stewardship and the campaign learnings/evaluation). Our standard working hours are 9am – 5.30pm, though we can be flexible to suit. This position is unpaid; however, we do offer a daily stipend of £10.

## Main responsibilities

Your main areas of responsibility will include:

### Managing our Christmas e-card campaign:

Our Christmas e-card campaign raises vital funds from our corporate supporters. We provide companies with a personalised e-card, or they can commission a bespoke design, in return for a donation to Renewable World. You would lead on the promotion of this fundraising campaign and the generation of e-card orders. Key activities will include:

- **Comms:** promoting the Christmas card campaign across our comms channels (social media, website, securing external coverage of the campaign)

- **Targeted promotion:** compiling and working through a list of potential donors (phone and email communication)
- **E-card order management:** manage and track all e-card orders: from choosing a design, liaising with the designer, and coordinating payment of the donation
- **Record keeping:** maintain a log of all contact made with potential donors and all orders secured (on excel and on our database)

**Other fundraising support and admin:**

You will also provide general support to our fundraising team. Tasks may include:

- **Data entry:** on our supporter database
- **Other tasks as appropriate:** and as agreed with the UK Fundraising and Events Officer

## Personal specification

We are looking for an enthusiastic, hardworking individual who can work independently and is willing to contribute new ideas.

**Essential criteria:**

- We expect the successful candidate to be able to work independently and make informed decisions about their assigned work package.
- As you will be working from home, you will need access to your own computer, internet connection and the ability to make phone calls.
- We are looking for someone who is innovative, methodical and dedicated
- Excellent communication and interpersonal skills
- Confident on the phone and willing to cold call companies and donors
- Strong organisational skills and an eye for detail
- Committed to see the campaign through to its end

## Apply for this role

To apply please send your CV and a brief covering letter to [events@renewable-world.org](mailto:events@renewable-world.org). Please include your availability and why you think you're suited to the role.