

**Business Development Intern
Job Description and Person Specification**

Reports To: Head of Development

Location: Hybrid (Hampton (Greater London) and Remote)

Position Type: Full-Time (37.5 hours per week)

Contract Length: 12-months

Position Overview:

NO MORE is seeking a dynamic and driven Business Development Intern to support our Development Team. This full-time internship offers a unique opportunity to gain hands-on experience in nonprofit development, focusing on individual giving initiatives, donor communications, and the preparation of grants and proposals. The intern will work in a hybrid model, primarily in-person with a remote working day each week. This role is ideal for someone passionate about international development and/or social justice and eager to contribute to impactful fundraising and communications efforts.

Duties and Responsibilities:

Fundraising and Campaign Support:

- Assist in planning, executing, and analysing individual giving campaigns and events to drive donor engagement and retention.
- Collaborate with the Development Team to brainstorm and implement strategies for expanding our donor base.
- Participate in the research and identification of prospective donors and fundraising opportunities.
- Assist in the development of social media content and marketing materials related to fundraising activities.
- Monitor and report on the performance and impact of fundraising campaigns.

Donor Communications:

- Draft, edit, and distribute various donor communications, including thank-you letters, newsletters, and updates.
- Develop engaging content for donor appeals, ensuring alignment with NO MORE's mission and values.

- Support the creation and maintenance of personalised stewardship plans to strengthen donor relationships.

Grants and Proposals:

- Research potential grant opportunities that align with NO MORE's goals and mission.
- Assist in the preparation and submission of grant proposals, ensuring compliance with application requirements.
- Draft external partner documents demonstrating NO MORE's work and impact.
- Maintain accurate records of grant applications, deadlines, and reporting obligations.

Development Team Support:

- Conduct research on fundraising trends, donor demographics, and potential partnerships.
- Provide administrative support, including data entry, donor database management, and scheduling.
- Participate in team and partner meetings, and contribute innovative ideas to enhance development strategies.

Knowledge/Experience:

- A degree in Communications, Marketing, English or Journalism, International Development/International Relations, Social Sciences or a related field.
- Previous fundraising or development experience preferred but not required; internships, volunteer roles, or part-time jobs in a nonprofit setting are beneficial.
- Proficiency in Microsoft Office or Google Suite, Gmail, Excel, Canva, and Zoom.
- Experience with creating or managing content for social media or digital marketing is an asset.
- Familiarity with the grant-writing process and/or proposal preparation is advantageous.

Skills/Abilities:

- **Communication Skills:**
 - Excellent written and verbal communication skills, with a keen eye for detail.
 - Ability to craft compelling narratives and messages that resonate with donors and supporters.
- **Organisational Skills:**
 - Strong organisational skills and the ability to manage multiple tasks and deadlines effectively.
 - Detail-oriented with a capacity to maintain accurate records and documentation.
- **Interpersonal Skills:**

- Strong sense of initiative and a proactive approach to tasks.
 - Ability to work collaboratively in a team environment and independently when needed.
 - Willingness to pitch in and assist with various tasks and projects as part of a small, dynamic team.
 - **Personal Qualities:**
 - A genuine desire to support NO MORE's mission to help victims of domestic and sexual violence.
 - Committed to upholding and promoting the vision and values of NO MORE.
 - Highly motivated, productive self-starter capable of operating autonomously within a remote team.
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NO MORE is an equal opportunity employer and encourages applications from all qualified individuals, regardless of race, colour, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

Join us in our mission. Together, we can end domestic and sexual violence.

For more information about NO MORE, visit our website at nomore.org