

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

**Reports To:** Head of Development  
**Location:** Hybrid (Surrey and Remote)  
**Position Type:** Full-Time (40 hours per week)

**Contract Length:** 6-months

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**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.

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**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.
- 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 meetings and contribute innovative ideas to enhance development strategies.

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### 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, 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.

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### 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](https://nomore.org)