Internship JOB DESCRIPTION

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| **JobTitle:** | Direct Marketing Intern | | |
| **Department**  **Location** | Fundraising  Sydney | Timeframe for role (approx) eg. short term/long term: | 6 months (finishing just before Christmas 2017) |
| **Agreed Day(s):** | Prefer Mondays but can be flexible | **Agreed Hours:** | 14 hours a week |
| **Start Date:** | 26 June 2017 | **Reports To:** | Donor Acquisition & Marketing Coordinator |
| **OBJECTIVES**   * To assist Direct Marketing team in the implementation and reporting of the warm mail appeals, community fundraising and bequest programs. * To assist Direct Marketing team in other activities, such as digital, acquisition and marketing programs whenever needed. | | | |
| **Main tasks and responsibilities**   * Running reports in Raisers Edge and preparing direct marketing results * Taking meeting notes, filing, typing and photocopying * Purchase orders, invoices, receipts and request for quote documents * Uploading materials to various MSF sites * Handwriting thank you cards and receipts * Reviewing and editing copy and reviewing design and providing feedback to suppliers * Checking mail data and printing for appeals * Assisting with RSVPs for donor events * Updating pdf and word documents * Competitor research * Calling solicitors to follow up on estate files | | | |
| **Essential Skills**   * Good interpersonal skills * Organised * Administration skills with excellent attention to detail * Microsoft office, photocopying, printing, emails and the internet, etc. * Proof-reading - grammar and punctuation * Desire to become a fundraiser   **Desirable Skills**   * Raisers Edge * Briefing and managing suppliers such as mailing houses and designers * Marketing and/or fundraising knowledge | | | |
| **Benefits of the Role to the volunteer and for the organisation**   * Receive training in most aspects of direct marketing fundraising, including warm and cold appeals, bequests and community fundraising * Gain exposure to other types of fundraising as part of a successful team * Get an insight into work in the non-profit sector * Attend French and/or Arabic lessons if you wish * Assist and support the MSF SYDNEY Office. * Work in a dynamic and friendly environment, a thriving culture and for a great cause! | | | |