Internship JOB DESCRIPTION

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| **JobTitle:** | Direct Marketing Intern |
| **Department****Location** | FundraisingSydney | 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.
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| **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
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| **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
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| **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!
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