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| <b>1. IDENTIFICATION</b> |   |
| <b>JOB TITLE</b>         | <b>Face To Face Fundraising Interns</b>           |
| <b>DIRECTORATE/UNIT</b>  | <b>Fundraising</b>                                |
| <b>PHYSICAL LOCATION</b> | <b>Amref Health Africa, Headquarters, Nairobi</b> |
| <b>PERIOD</b>            | <b>6 months</b>                                   |

## **2. JOB OBJECTIVE**

To Support the with the day to day operational and design work in the fundraising department

## **3. REPORTING RELATIONSHIP**

The fundraising intern will directly report to the Donor Relationship Manager.

## **4. RESPONSIBILITY**

- Proactively identify and generate new small sum donors
- Follow up small sum donation leads
- Successfully close small sum donor opportunities
- Liaise with communications to design and develop fundraising information for collateral and promotional material.
- Support the fundraising unit in planning and coordinating events.
- Any other relevant duties.

## **5. QUALIFICATIONS**

- MUST have a Diploma or University degree in Sales and Marketing
- Experience with using databases, spreadsheets and familiarity with carrying out internet searches;

## **6. COMPETENCES**

- Ability to deliver on targets.
- Superior interpersonal skills
- Possession of creative flair, versatility, conceptual/visual ability and originality
- Able to deliver quality work within tight deadlines with minimal supervision;
- Attentive to details;