

## **White Ribbon Internship (Volunteer Position-Fundraising Project Management)**

*Part time: 2 days per week 10am to 5pm*

*Duration: 12 weeks with possible extension*

*Location: Sydney*

*Start date: Monday, 1 July 2019*

**Vision:** A nation that respects women, in which every woman lives in safety free from all forms of men's abuse.

**Purpose:** Engaging men to make women's safety a man's issue too.

### **White Ribbon Core Values:**

- Courage – courage in facing challenge and finding creative, innovative solutions
- Integrity – ethical, honest and accountable to all
- Respect – compassionate, honouring and acknowledging difference and upholding dignity
- Collaboration – working collaboratively to drive positive social change
- Leadership – leaders in driving lasting, positive, normative change

### **Role Purpose:**

White Ribbon Australia is seeking individuals who would like to undertake a voluntary internship with an organisation committed to the prevention of men's violence against women. Internships will be appointed to various portfolios to assist with data management, research and general program implementation.

The Fundraising portfolio is responsible for directing financial sustainability which means diversifying funding to ensure a good spread of revenue sources, strong cost management and clever optimisation of existing assets to develop and extend our prevention work which includes programs in schools, workplaces and the broader community along with initiatives to engage men, advocacy, community support and training.

As an organisation that receives less than 10% funding from the government, White Ribbon Australia relies on generous donations from everyday Australians to enable our work to end men's violence against women. Donations can help stop this devastating issue, which destroys our health, families and communities.

### **Accountabilities:**

1. Project work:
  - a. White Ribbon Night (Friday, 26 July 2019)
  - b. Create a framework for all outstanding fundraising team projects / ideas.
    - i. Track in one location.
    - ii. Measure viability of projects / ideas and grade
    - iii. Scope if not already scoped.

- iv. Help the team assign realistic timeframes and process for some tasks, noting the limited resources available.
- v. Work on implementing some of these projects.
- vi. Report on progress.

2. Data Management:

- a. Daily extracting and cleaning of fundraising and donor data (internal and external).
  - i. Send to IT team for importing. We may need to assist with this at times.
  - ii. Ensuring fundraisers loaded in to the correct on boarding journey.
  - iii. Ongoing Data Hygiene
- b. Assist the Fundraising and Campaigns Manager to maintain the management of weekly data cleaning and data reports (Excel knowledge essential)

**The internship will be supported by the Community Fundraising and Campaigns Manager by:**

- one-on-one mentoring sessions in regards to community fundraising and events
- training and access to relevant CRM training modules
- regular catch-ups and feedback on work

**The intern will receive practical experience in:**

- practice applying their studies in project management
- creating a project frameworks
- working on existing fundraising projects
- liaising with various White Ribbon portfolios in relation to the fundraising projects

**The intern will receive training in the below, noting that this will only be training where it is relevant to the project work:**

- Salesforce (CRM)
- Funraisin (event management software)
- Third party fundraising platforms such as Everyday Hero, Go Fundraise, and Grassrootz
- Fundraising practice and event support
- Communication journeys

**How to apply for this internship:**

Please address your application to Human Resources, White Ribbon Australia:

[hr@whiteribbon.org.au](mailto:hr@whiteribbon.org.au) using the subject line: **White Ribbon Intern Application Fundraising**

**All applicants MUST submit a cover letter, and a resume.** Any application that does not address these areas will not be considered.