

White Ribbon Internship (Volunteer Position-Fundraising)

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:

- Assist the Fundraising and Campaigns Manager with community event approvals.
- Assist the Fundraising and Campaigns Manager with fundraiser and donor imports.
- Assist the Fundraising and Campaigns Manager with financial data entry and recognition.
- Assist and address internal and external stakeholders via phone and email.
- Event inbox assistance.
- 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 and third party training modules
- regular catch-ups and feedback on work

The intern will receive practical experience in:

- working on existing fundraising campaigns
- supporting community hosts through event approvals, event queries, fundraising support, event communications and event tracking.
- National and international event planning
- Communication journeys
- CRM use

The intern will receive training in:

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

How to apply for this internship:

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

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.