

Job Description

POSITION DETAIL

Job Title: Development Intern

Organization: Lifebox

About us: Global nonprofit making surgery and anesthesia safer worldwide

Location: Remote (preferably US/ UK time zone)

Reporting to: Individual Giving Officer

Key relationships: Lifebox Development and Communications team

Time Commitment: 2 days per week

Timeframe: 6 months

State date: January 2024

Background

Lifebox is a global nonprofit founded to tackle the crisis of unsafe surgery. By investing in tools, training, and partnerships, we address critical gaps in surgical systems to make surgery and anesthesia safer worldwide. Lifebox's work focuses on three core areas: anesthesia safety, surgical teamwork, and reducing surgical infection. Since 2011, Lifebox has worked in over 116 countries, trained more than 12,000 healthcare providers, and made 181 million surgeries safer. www.lifebox.org

Purpose of the role

The Lifebox Development Intern will assist the Individual Giving Officer with fundraising and marketing operations and projects. The role is ideal for anyone hoping to gain experience in nonprofit development and communications.

The Development intern in addition to Development work assignments will be exposed to other areas of the organisation (i.e. Programs and Clinical to understand the heart of Lifebox's work) and some online training and webinars to develop their knowledge of the development space.

POSITION DESCRIPTION

Roles and responsibilities

The specific roles and responsibilities include, but are not limited to:

- Peer-to-peer fundraiser support
- Digital fundraising/marketing support (social media and email)
- Assist in donor communications
- Acknowledging donations

- Donation reporting
- Assist in maintaining database records in Salesforce
- Assist in researching current nonprofit fundraising trends
- Assist in event planning and coordination
- Assist in planning for future fundraising campaigns and activities

PERSON SPECIFICATION

Essential

- Strong written and verbal communication skills
- Close attention to detail
- Strong organizational skills
- Eagerness to learn
- Strong interpersonal skills

Desirable

- Proficiency in Google Suite
- Experience reporting
- Experience in Salesforce or a similar CRM
- Experience in Mailchimp
- Experience in Canva
- Experience in Classy or similar donation platform

Stipend

\$500 per month for a 2 day a week time commitment at 8 hours per day.

Academic credit can also be earned through this internship, which is determined by the regulations of your school's academic office.

APPLICATION PROCESS

To apply please email your CV and a cover letter as a single document explaining your motivation and how you are best suited for this position to opportunities@lifebox.org.

Please note the following:

Correspondence will only be entered with candidates who have been short-listed. If you have not received a reply within two weeks of the closing date, please consider your application as unsuccessful.

Closing date: 1 December 2023

Lifebox is an equal opportunity employer and values diversity

