



Post:	Development Intern
Location:	London office, Westminster
Deadline for Application:	10 January 2013 09:00 UK Time
Start Date:	28 January 2013
Duration:	3-6 months, part-time

Background to appointment

ECFR (European Council on Foreign Relations) is a UK-based charity and a pan-European think tank which seeks to conduct research and promote informed debate across Europe on the development of effective and values-based European foreign policy. ECFR believes that Europeans will benefit from having a stronger voice in the world and the world will benefit from a stronger EU. It is only by acting together, that European countries can effectively pursue their common interests and help to shape the world order. ECFR has offices in seven European capitals (Berlin, London, Madrid, Paris, Rome, Sofia and Warsaw), which are platforms for research, debate, advocacy and communications. ECFR's website is www.ecfr.eu

We offer

- The successful candidate will have an opportunity to gain valuable fundraising experience at a pan-European think tank. ECFR provides luncheon vouchers and covers travel expenses within London for all interns.

Responsibilities

- Identify and research grant-making foundations and companies in the UK, Europe and the US who have the potential to give significant funding to ECFR's work
- Prepare briefs on donors and funding prospects
- Keep accurate and up-to-date records on ECFR's database
- Assist with writing donor reports to ensure continued support
- Assist with writing funding applications
- Undertake any other duties as required by the Development Officer and/or Director of Development

Experience and Person specification

- University degree or equivalent experience
- Fluency in English is essential, knowledge of another European language is desirable
- Experience of conducting research
- High level of IT literacy (Microsoft) including the use of databases
- Excellent organisational and administrative skills, written and oral communication skills
- Good eye to detail
- Interest in fundraising
- Interest in the work of the European Council on Foreign Relations

To apply: Applicants should send their CV (maximum 2 pages) and a cover letter stating your interest and level of experience (in English) at recruitment@ecfr.eu. Only shortlisted candidates will be contacted.