

# USF Intern Departmental Position Description

**The U.S. Fund for UNICEF (USF)** works for the survival, protection and development of children worldwide through fundraising, education and advocacy. The fund invites qualified candidates to apply for the internship described below.

## **Intern, (NYC National Headquarters)**

Reporting to Officer, Office of Strategic Partnerships the incumbent will provide support for:

The Office of Strategic Partnerships (OSP) division on work related to research, donation history, the preparation of letters, reports, and presentations, mailings of UNICEF and USF major publications, filing as needed, and actions related to NGO Conventions, Events, and campaigns, as well as follow-up items required after OSP staff attend meetings or conventions held by our leading OSP donors

---

The internship will provide an opportunity to learn about:

Various OSP donors working with the USF to raise funds to support UNICEF's work in the field. The intern may have opportunities to attend OSP-related events at the United Nations and meetings at UNICEF Headquarters

---

The work schedule is flexible, but the candidate should expect to commit at least **15 - 20** hours per week for this internship.

### **Intern responsibilities include:**

- **Assist the OSP division in ongoing prospect research on potential donors within the NGO and civil society community, particularly with respect to building affinity lists to respond to emergency situations from service-based, faith-based, ex-pat groups and professional associations. The intern will be provided with a list of criteria that will help in discerning whether a partnership between a candidate and the U.S. Fund for UNICEF's OSP division would be advisable. The intern may conduct online, telephone, and Lexis/Nexis research in order to determine potential partnership candidates and will also work from several short-lists of organizations under consideration by the OSP department.**
  - **Investigate the donation history of NGOs through review of 990 forms, annual reports, and the USF's donor management system (PIDI) to gather information regarding an organization's interests and priorities, as well as key leaders and contact information, and major meetings and conventions from the organization's website and newspaper articles.**
  - **Assist in various cultivation events sponsored by the OSP division. Assist with other departmental activities, including—but not limited to—the preparation of letters, reports, and presentations, mailings of UNICEF and USF major publications, filing as needed, and actions related to Trick-or-Treat for UNICEF, UNICEF's Tap Project, and follow-up items required after OSP staff attend meetings or conventions held by our leading NGO donors**
-

- **Other assignments as needed**
- 

**Additional qualifications for this internship will include:**

***Recommended:***

- Strong communication skills and excellent interpersonal skills are essential
- Attention to detail
- Candidate must be a highly motivated team player who enthusiastically embraces the mission of UNICEF and the USF
- Previous exposure to marketing and communications
- Previous work with volunteers in a leadership capacity
- Fluency in Microsoft Outlook, Word (including mail merges), PowerPoint, and Excel is preferred
- Knowledge of the NGO community is desirable

**Position Logistics:**

**Start Date: January 2012**

**Time Frame: Spring Semester, 2012**

**Days per week: Flexible**

**Salary: This is an unpaid internship**

**Apply:** email cover letter and resume to [NGOPartnerships@unicefusa.org](mailto:NGOPartnerships@unicefusa.org)

**The U. S. Fund for UNICEF is an Equal Opportunity Employer committed to a diverse workforce. Visit our website at – [www.unicefusa.org](http://www.unicefusa.org)**