

Position – Grants Management and Development Internship, International Union for Conservation of Nature (IUCN), Washington, DC

Expected start date: May 15, 2015

Type of contract: Fixed-term (3 month commitment)

- Open to a recent university graduate or graduate student
- Summer (3-month commitment requested)
- Part and Full-Time (approximately 20-40 hours/week)

Salary: Stipend

The Grants Management and Development Intern will work in the IUCN Washington, D.C. Office, and provide support to both the Grants Coordinator and Development and Partnerships Officer. He/she will gain experience in grants management and analysis, research, fundraising, donor stewardship, and will help to coordinate project deliverables for IUCN and partner organizations. This position will require professional interaction with a wide variety of conservation professionals around the world. It is a unique opportunity to learn the mechanics of a 501c3 charitable organization and an internationally renowned public international organization.

Responsibilities

- **File Organization:** Learn how to organize, arrange, and track a diverse assemblage of funding sources and projects through electronic and paper grant file systems.
- **Deliverable Coordination:** Maintain a calendar of grant deadlines and the specifics requirements of deliverables along with contact information for programme staff. And interact with programme staff regarding the submission of project deliverables.
- **Proposal and Grant Evaluation** Learn how to prepare and review grant agreements and project deliverables with internal and external donors and colleagues, including revision and editing of technical reports for a wide field of national and international environmental/ecological projects.
- **Working with a Board of Directors.** Learn the administrative and technical support required for arranging bi-annual board meetings
- **Outreach:** Support IUCN's fundraising and outreach efforts, and attend events and meetings on behalf of IUCN, as needed.
- **Research:** Conduct prospect research and write (or edit) summary papers on corporations, foundations, and individuals, using internet, print and electronic sources, as well as in-house files and documents.

- Database Management and Analysis: Access and update funder database as needed. Provide analysis of current donors lists. Assist in helping to input data into a new ERP data system.
- Communications/Social Media: Research and engage in new social media tools for fundraising.
- Program Support: Review and edit grant proposals. The intern will have the opportunity to learn about IUCN programs housed in the IUCN office, and may have the ability to work substantively on specific projects.

Reporting Arrangement and Work Planning

Under the overall supervision of the Grants Coordinator and Development and Partnerships Officer, the successful candidate will be responsible for drawing out a work plan and schedule over the course of the internship. This will require regular review of the workload and priority setting. S/he will also need to keep the concerned managers informed about the work schedule on a weekly basis. At the conclusion of the internship, the successful candidate will have gained important insight into the mechanics of international nature conservation and will produce a product that furthers his or her career goals.

Requirements

- Knowledge of key concepts, issues, and recent developments in international nature conservation.
- Excellent writing, communication, and presentation skills.
- Fundraising experience, database management, writing, public speaking and outreach experience, and/or graphic design experience, are a plus.
- Fluid knowledge of file sharing software (Dropbox) and Microsoft Office Word and Excel.
- Attention to detail, punctuality, and well-rounded critical thinking and problem-solving skills

Applications

Please submit a cover letter and resume including professional references to craig.beatty@iucn.org by **May 1, 2015**