**JOB OVERVIEW**

<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>Fundraising Intern</th>
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<tbody>
<tr>
<td>HOURS OF WORK</td>
<td>Full-time - 5 days per week</td>
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<tr>
<td>PERIOD OF APPOINTMENT</td>
<td>Four (4) months</td>
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<tr>
<td>LOCATION</td>
<td>Remote working (based in Ghana)</td>
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<tr>
<td>REPORTING TO</td>
<td>Business and Programme Development Manager</td>
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<tr>
<td>STIPEND/ALLOWANCE</td>
<td>TBC</td>
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**ABOUT ESSA**

Education Sub Saharan Africa (ESSA) is a charity improving education in sub-Saharan Africa so that young people achieve their ambitions and strengthen society.

We support university and college leaders, employers, policymakers, and young people to turn evidence into practical solutions and maximize resources. By working together, we improve education policies and delivery.

Our goal is to increase access to university or college, improve the quality of education, and enable young people to transition into work. This will support more than 1.4 million current students at over 500 universities and colleges in Ghana, Kenya, Uganda, and Zambia to achieve their ambitions, and create more opportunities for the millions that will follow.

To find out more about ESSA, visit essa-africa.org.

**ABOUT THE ROLE**

The Fundraising Intern role within ESSA will provide administrative support for the whole operations team, while working primarily with the Business and Programme Development Manager. The role is seen as critical in recording, organising information, and providing proposal writing support to potential funders for the organisation. The role also requires updating ESSA’s fundraising pipeline and Salesforce database. The successful applicant will be required to collaborate with the wider team to research and develop proposals as well as accomplish other related tasks as needed.

**RESPONSIBILITIES INCLUDE:**

- Provide fundraising and administrative assistance to the Business and Programme Development Manager.
- Provide support for Salesforce database management.
- Mailbox management – manage the partnership mailbox and provide standard responses to enquiries and direct specific requests to the appropriate team members for due execution.
- Attending internal and external meetings - including team meetings, fundraising working group and fundraising committee, partner meetings amongst others and taking comprehensive minutes of all meetings.
- Research and provide background information on prospects for the Business and Programme Development Manager.
- Support proposal writing with evidence and data.
- Assist with bid writing/proposal writing.
• Supporting colleagues with donor reporting requirements, as needed, ensuring high standards are met.
• Provide project management support.

PERSON SPECIFICATION

• Excellent written and oral communication; clarity, structure and professional presentation.
• Ability to analyse material and distil key information.
• Passionate about improving education for young people in sub-Saharan Africa.
• Committed to the values of equality, diversity and inclusion.
• Ability to work on own initiative, manage workload and effectively balance competing priorities.
• Ability to use a range of IT packages including Office 365. Experience of using databases would be useful.
• Excellent organisational skills and eye for detail.
• Ability to work remotely.

HOW TO APPLY

To apply please complete the form by clicking on this link. Please ensure that your CV and cover letter are saved using your given name and surname. For example, Firstname.Surname – CV.

The closing date for applications is Thursday, 14 September at 0900hrs GMT.

First round interviews will be conducted virtually in the week commencing Monday, 18 September 2023.

Unfortunately, we do not have the capacity to respond to all applications received. We can assure you that your application will be thoroughly reviewed against the person specification above, but we are a small team and if you do not hear from us, it means your application has not been taken to the next stage of the recruitment process this time. We would like to thank you in advance for your time and interest in ESSA. Please keep an eye on our social media channels for future opportunities.