

FUNDRAISING AND ADMINISTRATION INTERN

Overview

The Fundraising and Administration Intern will work with the Fundraising Coordinator to research and apply to relevant funding opportunities. The intern will also support the CEO with relevant organizational and administrative tasks from arranging meetings to coordinating relevant events. In addition, there will be the opportunity to work on the organization's communication strategy, working across SoMe platforms in addition to written copy for the website and assets.

1. Fundraising; researching appropriate sources of information and working in collaboration with the project manager to submit funding applications.
2. Carry out relevant administrative tasks, as directed by the CEO.
3. Develop and deliver THE WHY's communications strategy across SoMe to increase online engagement between broadcasters, potential funders and other relevant stakeholders and The Why.
4. Identify and apply to relevant events and activities in which THE WHY can promote the organization's activities.
5. Support the communications coordinator to create and edit written content for the website and printed assets.

Knowledge/Skills/ Experience

1. Excellent communication skills in English (and Danish would be a bonus), both written and verbal. Comfortable liaising with multiple stakeholders independently.
2. Highly organized with and strong administrative capabilities.
3. Experienced user of Excel and GSuite.
4. Excellent attention to detail, particularly in terms of research.
5. Keeps up-to-date with current affairs and political developments.
6. Good knowledge of SoMe; familiarity across all platforms.
7. Good knowledge of documentary film and a strong interest in working in the industry.
8. Previous experience of grant fundraising is highly desirable.

Application

For more information or to apply, please send you CV and a short Cover Letter to intern@thewhy.dk