

Development and Outreach Internship

INTERN: [Watchlist on Children and Armed Conflict](#) is seeking an intern to work between 15 and 20 hours per week starting September through late December 2018, with the possibility of extension. This position is based in New York City.

ORGANIZATION: Watchlist on Children and Armed Conflict (Watchlist) is an NGO network that monitors and reports on violations against the security and rights of children and adolescents in specific situations of armed conflict. Watchlist uses this information to urge action by the United Nations (UN) Security Council, other UN agencies and appropriate governments. Watchlist also provides support to local NGO partners in areas of conflict to build sustainable, grassroots monitoring, reporting and advocacy networks related to violations against children in armed conflicts. Watchlist is a fiscally-sponsored project of the Tides Center, a 501(c)(3) organization.

In the Development capacity, the intern will support the Executive Director towards prospective research, outreach, and other fundraising efforts.

RESPONSIBILITIES:

- Perform prospective research towards new foundation, government, and individual donors, using Google, the Foundation Directory online, and other platforms;
- Support special communications projects geared towards fundraising (i.e. developing and implementing social media strategies for fundraising initiatives);
- Assist the Executive Director with the drafting of email blasts, letters of inquiry, and additional correspondence and mailings with regards to fundraising;
- Provide research, writing, and copyediting support on grant proposals;
- Assist in tracking communications and outreach to current and potential donors;
- Assist with other special projects and tasks related to fundraising and grants, as necessary.

REQUIREMENTS:

- Graduate student in nonprofit management, fundraising management, international affairs, human rights, communications, or related field
- Previous professional experience in development with a nonprofit organization or foundation
- Strong research, writing, and web skills
- Strong interest in issues related to children and armed conflict, media and communications, research, human rights advocacy, the United Nations systems, and international justice
- Demonstrated ability to work on team projects and independently
- Proficiency in MS Word, Excel and PowerPoint, and familiarity with common social media platforms (Facebook and Twitter)
- Knowledge of one or more foreign languages (French, Spanish, Arabic) is a plus

Internships are unpaid, but available for school credit. Applications will be reviewed on a rolling basis until position is filled. Please email your résumé and cover letter to:

Bonnie Berry, Program Manager

bonnieb@watchlist.org