



Transparency International-USA (TI-USA) Development/Fundraising Internship

TI-USA is the US chapter of Transparency International, the global network seeking to curb corruption as an impediment to effective development and business.

TI-USA has an immediate opening for a Development/Fundraising intern in Washington, D.C. The intern will assist in organizing our primary annual fundraiser, the TI-USA Integrity Award Dinner, anticipated to take place in January 2012. The intern will assist in planning all aspects of the dinner including: drafting save the dates, finding a venue, choosing the menu, sending invitations, and tracking rsvp's and table sales.

S/he will also support other development goals, including working with TI-USA's fundraising consultant. The intern will assist in creating recordkeeping systems and files for existing major donors, assembling profiles, and compiling research on existing and potential funders. S/he will also participate in the evaluation of major donor engagement activities to date.

Application Procedures: Interested junior/senior year undergrads or graduate students should submit:

1. one-page cover letter describing interest in the internship and availability for a full- or part-time schedule
2. resume
3. one-page list of references

Availability: S/he must be available until February 2012 and evidence of attention to detail in all aspects of the individuals work is required.

Deadlines: Immediately

Hours/Scheduling: Interns typically work between 20-40 hours a week during a 10-to-16 week internship period. The intern must commit to be available for the planning and execution of the fundraiser.

Stipend: This is an unpaid internship with the intern receiving a modest stipend for local transportation expenses.

Location: We are 1 block from the McPherson Square Metro Station on the orange line, and 3 blocks from the Farragut North Metro Station on the red line.

Mail, fax or email applications to:

TI-USA Director of Administration
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