

Communications and Resource Mobilization Internship

Skat Foundation (100%)

The Skat Foundation, a Swiss NPO headquartered in St. Gallen, Switzerland with colleagues based in Latin America and Sub-Saharan Africa. We envision a world where individuals and organisations can learn and act in collaborative ways to eradicate poverty and contribute to the development of sustainable, diverse, and inclusive societies. We enable our partners to learn from each other and to find solutions to the challenges triggered by poverty and climate change by focusing our work on three interconnected sectors: Water, Renewable Energy and Waste Management. We have extensive experience in supporting our partners find and adapt human-centered technological solutions that respond to their specific needs and context. We strengthen the capacities of our partners by developing and facilitating on-line and in-person courses, trainings, knowledge sharing workshops and events and through the development and uptake of knowledge product.

At the Skat Foundation, we are embarking on a new international communications and resource mobilization strategy and seek to hire an intern, who will support our team in reaching our goals. This is an exciting entry-level opportunity for young professionals, who want to learn and contribute to the growth of a non-profit organization. The intern will be involved in supporting our Resource Mobilization team in building and strengthening existing relationships to leading international philanthropy and NGO actors chiefly in Water, Renewable Energy and Waste Management. The Skat Foundation is a small organization with 5 Staff based in St. Gallen. The intern will be working closely with the entire team and leadership.

Main responsibilities:

Communication

- Daily management of Skat Foundation social media and website and support in the promotion of Skat Foundation's activities and events.
- Collection and revision of blog posts and project entries from project partners in English.
- Support in the organization and moderation of online meetings, workshops and webinars in English and Spanish (French is an asset)

Resource Mobilization

- Help implement the international Skat Foundation fundraising roadmap.
- Conduct prospect research and prepare donor profiles.
- Assist in drafting proposals and briefings for donors in German and English.
- Database management and data entry.
- Support in the preparation of meetings, coordinate follow-ups, and assist with marketing actions with donors.
- Review social media (Twitter and LinkedIn) donor and stakeholder posts daily and document share key findings.
- Supporting the team in all fundraising-related actions such as events, side events at conferences, or the organization of webinars.

Qualifications

- Excellent oral and written communication skills.
- Proven experience in research and data management.
- Microsoft office. Experiences with databases is a plus.
- Bachelor's / Master's degree preferably in communications and marketing, environment, development, international relations, economics, or social sciences.
- International experience and knowledge of international development issues is a plus.
- A high degree of positive customer service attitude is a big plus. No previous fundraising experience is required. Training will be provided.
- Good networking abilities in a multi-cultural environment.
- Strong teamwork, communication, independence, and interpersonal skills.
- Fluency in English, German and Spanish. French language skills are a plus.

Terms of employment

- 12 months employment, with the possibility of future work offer at Skat Foundation
- Full time (41h/week)
- Based in St. Gallen, Switzerland
- Start date: July/August 2022

To apply

- Please send a CV and a cover letter (1 page maximum) including 2 references
- Closing date for applications **June 30th 2022**.