

WORLD FUTURE COUNCIL – VACANCY

DEADLINE FOR APPLICATIONS: 19 December 2015

The World Future Council (WFC) is a global forum of 50 respected personalities who give voice to the shared ethical values of citizens worldwide. The Council works closely with policy-makers, civil society and business to identify and implement best policies to protect the rights of future generations (www.worldfuturecouncil.org).

The World Future Council is looking for a full-time

Intern, Office Management and Fundraising Management

Starting date: 11 January 2016

Period: 3 months

Location: WFC Head Office in Hamburg, Germany

Responsibilities:

- Identifying and researching possible donors (foundations, government grants, companies and individuals)
- Supporting the preparation and co-ordination of fundraising proposals
- Writing of donor letters
- Management, update and expansion of mailing lists
- Updating the central contact database
- Assisting in preparation of fundraising events
- Office administration, reception, phone switchboard

Profile:

- Student in appropriate fields, enrolled for Bachelor's or Master's degree
- Some work experience or NGO volunteering is advantageous
- Good writing and communication skills in German and English
- Teamworking skills and flexibility
- Skilled in using MS Office programs

The WFC offers interns some financial support, an attractive international work environment, and in-house training. To apply, send a letter of motivation and CV to Patrick Tästensen, Assistant to the Director, email: patrick.taestensen@worldfuturecouncil.org. Subject heading: Intern fundraising and your name. Applicants need to have EU work permit. Only candidates invited for interview will be contacted.