

## **Internship in the Resource Development Department, Private Sector Fundraising**

Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through more than 100 chapters worldwide and an international secretariat in Berlin, Germany, TI raises awareness of the damaging effects of corruption and works with partners in government, business and civil society to develop and implement effective measures to tackle it.

**Main function:** Assisting the Resource Development Department Private Sector fundraising efforts  
**Starting date:** As soon as possible  
**Duration:** 3 months  
**Department:** Resource Development Department (RDD)  
**Remuneration:** EUR 450 per month  
**Location:** Berlin, Germany

### **Key tasks:**

- Performing research and due diligence on companies
- Identifying new funding opportunities
- Supporting preparation of project and programme funding proposals
- Assisting in the management of donor relations (email and written correspondence)
- Assisting in internal reporting and preparation of publications
- Support towards specific funding approaches to the Private Sector
- General administrative and logistical support (incl. setting up team meetings, drafting minutes, organising travel, etc.)

### **Knowledge, experience and skills:**

- Enrolled student in social science, political and economic disciplines, communications, or other relevant fields
- Strong interest in resource development, donor relations, and anti-corruption
- Fluent written and spoken English; further language skills are an asset
- Strong organisation skills and attention to detail
- Strong research capacities
- Experience with and knowledge of Microsoft Excel and Word, other Microsoft Office applications are an asset as well as good internet skills
- Very good interpersonal skills, enthusiasm, dedication, flexibility, and the ability to contribute fully to the work of the department, the secretariat and the wider movement

### **How to apply:**

To apply for this internship please send a maximum one-page cover letter and a maximum two-page CV in English, preferably by email (in one pdf file), to:

[RDDInternshipPSF@transparency.org](mailto:RDDInternshipPSF@transparency.org)

**The closing date for applications is 13 March 2016.**

Candidates must be enrolled at a university during the entire period of the internship.

Kindly note that a valid work permit for Germany is required and that interns must take out their own health insurance before starting the internship. Persons already registered as residents in Germany must submit a new Tax Identification Number. Proof of enrollment must be provided covering the entire period of the internship.

We thank all applicants for their interest in this internship. Please note that only short-listed candidates will be contacted and that due to the very high volume of applications received it is unfortunately not possible to provide individualized feedback.

To learn more about Transparency International visit our website at [www.transparency.org](http://www.transparency.org).