

## **Job description: IDPC Fundraising Intern (Unpaid position)**

We are pleased to offer an internship position to support IDPC's fundraising activities.

### **Location**

Release office – London, United Kingdom (but can also be home-based if necessary).

### **Responsibilities**

IDPC is global network that advocates for open and objective debate in drug policy. We are currently seeking new avenues for funding for our activities - particularly in Africa. We are seeking an intern to conduct desk-based research for us around possible fund raising opportunities for our work.

Tasks include:

- Desk-based research into funding opportunities;
- Write up summaries of possible opportunities – flagging key criteria of possible funders and where IDPC fits with the criteria;
- Support IDPC in writing concept notes or letters of intent for possible funders.

### **Person specifications**

We are seeking an enthusiastic and committed individual who has an interest in learning more about the multi-disciplinary issue of international drug policy.

- Awareness and interest in current drug policy debates.
- Excellent IT skills, including a strong working knowledge of MS Office (Word, Excel), and internet based research.
- Excellent interpersonal and communications skills.
- Excellent organisation skills.
- Excellent spoken and written English.
- Previous experience in fundraising work is desirable.

The internship position is unpaid, but the intern's travel and lunch expenses will be reimbursed.

Please send a CV and cover letter to [contact@idpc.net](mailto:contact@idpc.net) before **November, 12<sup>th</sup> by 5pm (UK time)**.