

### **Local Fundraising & Sponsorships Coordinator (volunteer/ intern)**

Location: Arequipa, Peru    Start date: ASAP    Duration: min. 6 month    Position: volunteer/intern

As **Local Fundraising & Sponsorships Coordinator**, you will be responsible for identifying and carrying out local fundraising events & campaigns as well as communication with our donors and sponsors. In this exciting position, you will look for new local partners, develop strategies for fundraising campaigns and manage our sponsorship program. You will work closely with our General Director and our Marketing & communications team.

#### **Responsibilities**

- Determine and meet a total local fundraising goal for Perú.
- Provide accurate and insightful analysis and reports to ensure local fundraising delivers on target.
- Identify new fundraising opportunities and optimal partnerships to expand Intiwawa's local fundraising opportunities, including applying for local grants.
- Plan & organize monthly fundraising events locally.
- Conduct post-campaign follow-up to influence future approach for major fundraisers.
- Work collaboratively with the Marketing & Communication team on creating, maintaining, evaluating, optimizing and producing creative assets to support local fundraising campaigns.
- Launch & manage our sponsorship program, from planning to execution and evaluation of the program.
- Communicate regularly and foster relationships with existing and potential local donors.
- Participate regularly in team meetings.

#### **Requirements**

- Fluency in English and Spanish
- Experience in Fundraising for NGOs
- Excellent writing & communication skills
- Excellent self-management and organization skills
- High level of independence, creativity and responsibility
- At least 6 months commitment

#### **Details**

- The position is **voluntary** (unpaid) and part-time (**around 20 hours/week**)
- Flexible, unconventional schedule
- Low-cost housing available
- A letter of reference and certificate will be provided at the end of the term

*Please send a letter of motivation, CV and your criminal record certificate to [volunteer@intiwawa.com](mailto:volunteer@intiwawa.com)*

