

SUMMER 2016 MEMBERSHIP & DEVELOPMENT INTERNSHIP

The [Alliance for Peacebuilding](http://www.allianceforpeacebuilding.org) (AfP) leads a community of 100 organizations building peaceful and just societies around the world. In this integrated field, AfP amplifies the strengths of its members through collaboration, tackling a spectrum of issues too large for any one organization to address alone. Based in Washington, DC, AfP serves as a backbone, innovation hub, and vocal advocate for our community. We reach across disciplinary divides, bridging theory and practice, linking policymakers and citizens, and innovating the cutting-edge solutions necessary to meet the challenges of today's turbulent conflict landscape.

Summary

AfP is seeking a highly-motivated, proactive professional who is interested in gaining direct experience with the daily operations of an international peacebuilding organization. The Membership & Development Intern will work at the intersection of the international peacebuilding field in our nation's capital. This is a wonderful opportunity to learn about the peacebuilding field from the inside, with broad exposure to a wide variety of civil society organizations, government and military partners, and representatives from fields closely related to peacebuilding. The Membership & Development Intern will have the opportunity to connect with AfP's network of partners both overseas and in Washington, learn about all of the latest news, events, jobs and research going on in the peacebuilding field, and will represent AfP at important events in Washington, DC.

Candidates should have a sincere interest in non-profit fundraising; s/he will learn the nuanced nature of government, private, and foundation fundraising, and gain invaluable insight into philanthropy, donor stewardship, prospect research, grant writing and database management.

The Membership & Development Intern position is a part-time unpaid internship (20 hours/week) based in Washington, DC, and will accommodate a flexible schedule. A minimum of 16 hours/week is required. Internship will begin in June for the summer semester, and preference will be given to candidates that can commit to the entire internship time period, or stay on through the fall. AfP is willing to work with the candidate's higher education institution for course credit, if applicable. Interns will receive mentoring from senior AfP staff, working daily with the Senior Manager for Outreach & Organizational Development and the Communications & Development Manager.

Specific Responsibilities:

Responsibilities include, but are not limited to, the following:

- 1) **Cultivating a vibrant and dynamic online presence for the organization:** maintaining fresh website content that conveys AfP's positive message and vital services for the field; collecting AfP member news, AfP Bi-Monthly Updates and member articles for the *Peacebuilding Post* e-newsletter for dissemination to AfP's 15,000+ listserv; crafting daily email communications to the members about important developments in the field.
- 2) **Expanding the financial resources for the organization:** Assisting with strategic planning towards the 2016 fundraising goals; conducting research on prospective donors and partners; contributing to donor stewardship through the drafting of correspondence; maintaining donor files in AfP's donor database; assisting staff in drafting proposals, concept notes, and reporting.
- 3) **Mapping the field of peacebuilding:** contributing to a deeper knowledge of AfP members which can be utilized by members and partners, and shared with key policymakers to maximize impact through the



collection and analysis of member survey data; online research of AfP member and potential member activities; and conceptualizing visual representations of the data which can be used in relevant forums.

Qualifications:

- At least 2 years of completed college coursework. *Note: applicants must be currently enrolled as a graduate or undergraduate student to qualify for this internship.*
- Strong computer skills, web editing and high proficiency in Microsoft Office Suite, especially Excel
- Knowledge of Neon database software or other database programs a plus
- Entrepreneurial “doer” who is energized by ideas and creativity but also by meticulous planning and problem-solving
- Able to absorb new information quickly and manage multiple urgencies
- Positive attitude and thrives with people and as part of a creative team
- Exceptional writing and editing skills, organizational skills with keen attention to detail
- Prior professional workplace experience
- Knowledge and familiarity with peacebuilding, conflict resolution, and/or international affairs a plus.

Application Process:

Please send a cover letter, resume, writing sample and list of three references to: humanresources@allianceforpeacebuilding.org, ATTN: Emily Mallozzi, Senior Manager for Outreach & Organizational Development. Cover letter files should be labeled "Last, First - Cover Letter" and Resume files, "Last, First - Resume" (example: Smith, Jane – Cover Letter). Applications will be reviewed on a rolling basis. The position will be filled as soon as a well-qualified person is identified. **Deadline to apply is April 6th, 2016.** **Applicant must be an enrolled student and be based in Washington, D.C for the duration of the internship.**

Only applicants meeting minimum qualifications for the position will be considered. The Alliance for Peacebuilding is an equal opportunity employer and welcomes resumes from all qualified applicants, particularly women and minorities. AfP does not discriminate based on gender, ethnicity, race, or persons with disabilities.