



FUNDRAISING AND DEVELOPMENT INTERNSHIP

Organization Description:

Sustainable Schools International (SSI) is a local non-profit organization that invests in sustainable education for rural economic development in Cambodia. SSI is driven by youth leadership development designed to systematically advance rural economic development and progressively fund rural education through social enterprise. Our integrated, full-circle, self-sustaining model enables a continuum of education for rural youth to become leaders of economic development in their rural communities.

Our four holistic and synergistic programs include:

- **Project School Success** - provides critical and sustainable support for rural schools to operate effectively and improve academic outcomes.
- **Leadership Academy** - A residential home in Phnom Penh that allows star students to continue their education and develop skills through mentorship. In addition to academic or vocational training tracks, students participate in our leadership and livelihood curriculum where they learn entrepreneurship by doing it.
- **Community Impact Hub** - A rural social enterprise incubator that mentors and guides Leadership Academy graduates as they “pay it forward” by completing a community service commitment in their home communities and/or start a social enterprise that focuses on a Sustainable Development.
- **Project Community Prosper** – Within the Community Impact Hub, this micro-loan program is designed to provide capital to village based business and support the School Success Fund with a percentage of interest income.

Position Description:

As a part of the SSI team, this internship is designed to provide valuable, real world experience while assisting with fundraising through expanding development strategies and diversifying revenue streams. Main activities for this internship include;

1. Research and organize relevant grant opportunities
2. Assist in grant writing and applications
3. Assist in developing and managing annual fundraising campaigns
4. Utilize diverse platforms for fundraising, including; crowdfunding, direct mail, phone solicitation, events, etc.
5. Communicate and assist SSI board with fundraising events and campaigns
6. Assist with the development of fundraising materials and key messages
7. Raise awareness of SSI and communicate key messages with new audiences
8. Work collaboratively with the Communications and Development Manager (CDM) and Executive Director (ED) on additional fundraising and development tasks



Qualifications:

1. Experience with strategic research and organizing key information
2. Preferred; Basic knowledge of grant application process
3. Preferred; grant research and writing experience
4. Willingness and enthusiasm to understand SSI fundraising goals and strategic development plan
5. Strategic thinker
6. Passionate about empowering rural communities through educational opportunities
7. Excellent written, verbal, and interpersonal communication skills
8. Willingness to learn new skills in partnership with the SSI team
9. Self-motivated, detail-oriented & strong organizational skills
10. Ability to work independently and as part of a team, strong time management skills
11. Understand SSI's goals and direction
12. Desire to gain practical work experience with a local non-profit

Start Date and Length of Commitment:

Start date is negotiable, interns should be willing to commit 3-6 months

How to Apply:

Interested applicants should contact Tavia Mirassou-Wolf, Communications and Development Manager, at 904-537-6001 or Tavia@sustainableschoolsinternational.org. Please submit a resume and a cover letter outlining your interest in this position.

Deadline to Apply:

Applications should be submitted as soon as possible. Position will remain open until filled.

Contact Information:

Name: Tavia Mirassou-Wolf

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