

## **WORLD FUTURE COUNCIL FOUNDATION – VACANCY ANNOUNCEMENT**

The World Future Council (WFC) is a global forum of 50 respected personalities who give voice to the shared ethical values of citizens worldwide. The Council works closely with policy-makers, civil society and business to identify and implement best policies to protect the rights of future generations (<http://www.worldfuturecouncil.org>).

The World Future Council Foundation is looking for an

### **Intern, Fundraising Department**

to be based at the WFC head office in Hamburg, Germany.

#### **Responsibilities:**

- Preparation and co-ordination of fundraising proposals together with our Major Gifts Officer
- Writing and editing of donor letters and print products
- Updating of contacts via database E-Tapestry
- Management, update and expansion of mailing lists/contacts
- Co-ordination of fundraising events
- Identification of potential donors

#### **Profile:**

- Student or University Graduate in appropriate fields
- Fundraising knowhow through own practice or further fundraising training
- NGO volunteering or working experience
- Excellent writing and communication skills in both German and English
- Team working skills and flexibility
- Competency with MS Office programs

The WFC offers interns some support for living costs, an attractive international work environment as well as training possibilities.

To apply, please send a cover letter and CV to Administrative and Finance Manager Lucia Schüßler, email: [lucia.schuessler@worldfuturecouncil.org](mailto:lucia.schuessler@worldfuturecouncil.org). Subject heading: Intern Fundraising and your name. Applicants need to have EU work permit.

Deadline for completed applications: 15<sup>th</sup> December 2009. The internship runs from 1<sup>st</sup> January 2010 until 30<sup>th</sup> June 2010. Only candidates invited for interview will be contacted.