



Pro Mujer Position Description

Title:	Intern, Development
Reporting To:	Director, Major Gifts
Location:	Headquarters - NYC
Compensation:	Unpaid
Semester:	Summer 2017 (May – August)

About Pro Mujer

Pro Mujer is a leading women's development organization and a mission-driven social enterprise that harnesses the power of innovation to drive transformative, sustainable ideas to scale. Pro Mujer empowers women to realize their full potential and delivers vital services that help women lift themselves out of the constant crisis of scarcity, run successful businesses, invest in their own wellbeing, and uplift their families and communities. Pro Mujer serves nearly 300,000 women in Argentina, Bolivia, Mexico, Nicaragua, and Peru and employs over 2,000 dedicated people across Latin America and the US.

Over the past 25 years, Pro Mujer has disbursed more than US\$3 billion in small loans and provided business and empowerment training, and preventative, primary, and reproductive health care to nearly two million women, transforming their lives and those of their seven million children and family members. Pro Mujer's mandate for the next 10 years is to become a large-scale, sustainable enterprise that delivers relevant and transformative resources and tools to women in Latin America through their full life cycle.

Intern, Development

Pro Mujer is seeking an intern to work with the development team on various key projects. The role will support the development team and work on a wide range of activities such as, database maintenance, research and writing, administrative and general support to build the organization's donor portfolio. The intern will have direct exposure to the entire development team e.g. Chief Relationship Officer, Director, Major Gifts, etc. In return, Pro Mujer will provide the intern the opportunity to gain excellent entry level experience in the field of non-profit management, fundraising, philanthropy, international development, and women's issues.

Key Responsibilities:

- Support the Development Team on special projects, such as: mass mailings, grant proposals and reports, donor presentations, database clean up (Salesforce), and assist in organizing special donor events and trips;
- Assist the development staff in entering, maintaining, strengthening, and collating current donors and prospective donor's data into the database (Salesforce);
- Conduct research on prospective donors, markets and industries following specific research protocol;
- Maintain good record keeping and filing to ensure smooth transition following internship;

Qualifications:

- Undergraduate or Graduate student interested in International Development, Product Development, Fundraising, Non-Profit Management, digital marketing or a related field (Master's preferred);
- Strong writing/editing skills; proficient writing and document preparation skills, e.g. drafting and preparing documents, reports, PowerPoint presentations, letters, briefs and informational packets;
- Strong research and critical thinking skills; research relevant for donor prospect research and, less often, subject matter research; familiarity with using data to research and cultivate different donor demographics;
- Familiarity with Salesforce or a similar CRM database;
- Ability to work interdependently and communicate with people, creative, optimistic, eager to learn, can-do spirit;
- Experience working in an office environment;
- Ready to learn, take guidance, support project development and administration, and manage deadlines;
- A passion to empower women;
- Bilingual in both Spanish and English;

Terms and Conditions:

- This is an unpaid internship opportunity;
- School credit can be arranged with the candidate's educational institution to support the fulfillment of academic credit and/or requirements;
- A minimum of 20 hours per week is required, and must be committed to the full semester.

To apply, please submit to HR@Promujer.org your resume and cover letter that outlines your interest in the internship, the semester(s) you are applying for, subject line to read: Development, Internship.

Pro Mujer also offers the opportunity to arrange an all year-round internship, if interested.