

The Human Trafficking Institute

Strategic Partnerships Intern

Job Description

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The Strategic Partnerships Intern will support the work of the Human Trafficking Institute's Strategic Partnerships Team. This position will collaborate with the Strategic Partnerships Assistant to make sure Strategic Partnerships team members are well-informed and prepared for donor meetings, events, and travel.

In this role, the Strategic Partnerships Intern will build upon the Institute's foundation of winsomely drawing others into enthusiastic partnership through a clear and engaging articulation of the Institute's work and vision. To succeed, the candidate must be an internally-compelled self-starter who is willing and able to take initiative in establishing and sustaining the systems, data, and strategy required for a long-term, vibrant, and engaged constituency of financial partners.

Responsibilities

- Manage and maintain the Institute's CRM and improve the quality of data through gift and donor contact information entry.
- Update the Institute's contact databases and assist in the build out and collection of up-to-date contact information.
- Track and record communications between the Founding Director and donors in the CRM.
- Assist and evaluate strategic partnerships efforts to recognize, thank, and educate current donors and deepen their connection to the Institute and its work.
- Coordinate travel arrangements and complete expense reports for the Founding Director.
- Create weekly reports on giving and donor communications.
- Review and edit documents, records, and forms for accuracy, completeness, and structure.
- Work in collaboration with the Strategic Partnerships Assistant to complete weekly tasks as needed.
- Participate in Team Meetings and attend/support Institute events.
- Assist with other administrative tasks, as needed.

Skills and Experience

Ideal candidates find joy in supporting those they work with; they find fulfillment in making those around them better. The candidate is incredibly detail-oriented, relationally and emotionally mature, and thrives in a fast-paced environment.

Desired Skills:

- Experience managing multiple tasks
- Organized, meticulous attention to detail
- Excellent communication skills
- Ability to quickly and independently produce a professional work product

- Self-motivated and articulate
- Demonstrated commitment to prompt and faithful follow-up and follow-through
- Experience using a CRM platform
- Thorough knowledge of Microsoft Word and Excel, including formulas and mail merge functions

Critical Qualities

- Exceptionally high level of honesty and integrity
- Winsome
- Articulate
- Strong ethic of service
- Wise and mature judgment
- Highly-motivated, focused, and passionately committed to the mission
- Tenacious and creative problem solver
- Sustained positive attitude
- Disciplined with time and priorities
- Professional presentation in demeanor and in written and verbal communications

To Apply:

This is a part-time position starting in January 2019 (official start date flexible) and will be based in our Merrifield, Virginia office. Applicants should submit a cover letter, resume, and three references to applications@traffickinginstitute.org. Applications will be accepted until the position is filled.