



**Job Title:** Fundraising & Development Internship

**Start date:** from 1<sup>st</sup> July 2019 to 31<sup>st</sup> July 2019

**Hours:** 10-15 hours / week

**Location:** Sheung Wan, Hong Kong

**Internship Description:**

Enrich is offering a part-time Fundraising internship. This is an excellent opportunity to gain a non-profit experience and be part of a meaningful and rapidly growing organisation. You will have a diverse range of responsibilities, including donor research, maintenance of database information, preparation of mailings and general fundraising administration support. This is an unpaid position.

**About Enrich:**

Enrich is an award-winning Hong Kong charity promoting the economic empowerment of migrant domestic workers. We empower migrant domestic workers to invest in themselves through financial and empowerment education. Our workshops equip migrant domestic workers with the tools to save, budget, and plan for a future with greater financial security while they are here in Hong Kong.

**Key Responsibilities:**

- Work with the fundraising team to identify and grants for specific projects
- Provide support for the maintenance of donor database
- Draft communication to help engage new donor prospects
- Special projects and other duties as assigned

**Desirable:**

- Have passion for our mission
- Enthusiastic and *proactive*
- Well-organised and able to work independently
- High level of integrity

**Reporting to:** Fundraising and Development Officer

**Remuneration:** Internships at Enrich are unpaid although the organization will of course reimburse any expenses made as part of the work at Enrich. In addition to communications and research skills, this internship is an excellent opportunity to gain insight into the not-for-profit sector. This is also a great chance to support/get involved to support the community.

**How to apply:**

Interested applicants can apply by sending an email including CV and cover letter outlining interest to [soline@enrichhk.org](mailto:soline@enrichhk.org)