



***"...From Surviving To Thriving"***

## **Fundraising and Events Associate**

### **Bridge to Freedom Foundation**

<http://www.bridgetofreedomfoundation.org/>

Founded in 2008, Bridge to Freedom Foundation is a nonprofit charitable foundation based in the Washington, D.C. metropolitan area. The mission of Bridge to Freedom Foundation is to enhance the services and opportunities available to survivors of modern slavery. We do so by connecting for-profit corporations, community groups, educational establishments and the general public in the support and development of these victims.

Bridge to Freedom Foundation offers the unique opportunity to launch a new organization. We seek bright, motivated, and socially aware individuals to bring their skills and expertise to our organization. We offer flexible volunteer hours, educational and training opportunities, and the ability to network within D.C.'s nonprofit community.

We currently seek a Fundraising and Events Associate to assist in the general management and organizational development needs of the Foundation.

**Position/Title:** Fundraising and Events Associate

**Goal of Position:** To assist in the daily fundraising activities and organizational development, allowing for individual growth, knowledge and skill development to be attained furthering a career in the human rights field or non-profit fundraising and events management.

**The responsibilities of the intern include (but are not limited to):**

- Responding to enquiries regarding our current and upcoming events and fundraising activities, as well as general donor enquires and requests.
- Assisting management and staff in all facets of event preparation.
- Provide support with: outreach efforts; assist in maintaining specific website content; event planning; coordination and logistics.
- Conduct research for future events and fundraising activities, including new and creative fundraising ideas for individual events and campaigns for both general fundraising efforts and for in-kind donations such as clothing drives for our Personal Development program

- Assist in, and prepare, communications on BTFF events and fundraising activities for press releases, newsletters, social media and all other publications.
- Assist in the development of social media marketing materials and outreach, including; posting of events on various social media calendars' and sites; assist in the development and maintenance of facebook, myspace, twitter pages.

**Desired Qualifications:**

- College junior or senior in good standing, post-graduate student or recent graduate. Recent graduate (undergraduate or graduate) preferred. Other class years may be accepted dependent on skills and experience.
- Experience of using contact databases and conducting searches.
- Experience organizing meetings and events.
- Experience updating social media sites, blogs and websites
- Enthusiasm for learning about modern slavery and the workings of a start-up non-profit

**Timeframe:**

**Length of time/duration:** Start and end dates are flexible, however a commitment of 3 months is requested.

**Estimated hours:** Volunteer position hours are flexible and are available on a full or part-time basis; however a minimum of 15 hours per week is suggested.

**Scheduling:** Scheduling is flexible and may vary based on organizational events and project deadlines.

**Training Required:** An initial week of training and orientation will be provided in order to acclimate interns to Bridge to Freedom Foundation's mission, goals and programs, as well as our staff and volunteers.

**Location:** Our office is located in Fairfax, VA, however it is not required that interns work daily from our office and much of the positions responsibilities and duties can be done virtually. Interns may also be asked to attend workshops, conferences or other offsite meetings and trainings. Time in the office versus virtual office hours will be established on an individual needs basis and may vary weekly.

**Benefits:** Although positions are unpaid BTFF will provide local transportation costs.

**To Apply:**

Interested applicants should send a cover letter outlining why you would like an internship with BTFF, application form and a current resume to Cassandra Clifford at [info@btff.org](mailto:info@btff.org).