



Business Development Internship Overview – Development Administration

Time Commitment: Full-time @ 40 hours/week

Time period: August/September – January/February (dates flexible)

Location: New York, NY

Compensation: \$612/month for full-time

Global Health Corps

Global Health Corps aims to mobilize a global community of emerging leaders to build the movement for health equity. GHC believes that a global movement of individuals and organizations is necessary in order to change the unacceptable status quo of extreme health inequities. GHC works to strengthen this movement by recruiting, training, and supporting the movement's future leaders. GHC provides opportunities for young professionals from diverse backgrounds to work on the frontlines of the fight for global health equity in year-long fellowships. Our fellows have a measurable impact on the health of the communities in which they work, and draw upon that experience and the GHC alumni network to deepen their impact throughout their careers.

The Internship

Global Health Corps is seeking a well-organized, energetic, hard-working intern to support the Director of Business Development (DBD) and the overall fundraising program. The intern will work closely with the DBD, and will carry significant responsibilities throughout his/her internship. This is an excellent learning opportunity to learn about Business Development, Relationship Management, Fundraising, and Non-profit operations.

Fundraising projects will include:

- Grant research and writing
- Donor research and briefing creation
- Donation processing & reporting
- Managing Salesforce database (prior Salesforce experience not necessary, but desirable)
- Events support (logistics & planning, ticket processing, donor briefings, event follow-up, etc.)
- Communication with business partners and existing & prospective donors
- Scheduling and preparing for donor meetings
- Strategizing stewardship methods with DBD
- Administering Major Donor Membership Program; stewardship support as needed
- Opportunities to join DBD on donor visits

Candidates must:

- Be a self-starter – driven, with a sense of humor!
- Be enrolled in college or have a college degree
- Be a strong writer with excellent attention to detail
- Have demonstrated strong interest in social justice and/or public health issues

- Be a confident, hard worker who is organized, focused, and personable
- Have a good comfort level meeting new people and socializing on behalf of the organization
- Be willing to work occasional nights and weekends if necessary (events or dinners)
- No prior fundraising experience necessary, however a willingness and eagerness to learn development and relationship management is essential

How to apply

Please submit a cover letter addressed to Johnny Cooper that outlines your interest in this position and the experience you think you bring that is of value to this role, your resume, and a short writing sample, to apply@ghcorps.org with the subject line "Business Development Internship – Development Administration". Applicants will be selected on a rolling basis.