

Curamericas Business Development Intern

Reports to: Executive Director

Compensation: Unpaid

Length of Engagement: Jan 6 – May 8, 2020 (flexible start/end dates);

May – August for Summer placement

Minimum of 15 hours/week

Location: Raleigh, NC

Responsibilities: Curamericas Global, a nonprofit, international health organization, seeks a Business Development intern at our Raleigh office. This intern will work to assist departments across the organization as listed below. The main purpose of this internship is to find new funding sources for Curamericas. Tasks include (but are not limited to):

Development (90%)

- Conducting prospect research on individual, foundation, and corporate donors
- Maintaining donor and grant databases and files, including calendaring deadlines, logging donations, generating and sending donor acknowledgements, logging donor appreciation efforts
- Assisting staff with researching state and federal regulations regarding donor solicitation (e.g., registration with offices in other states) and general development efforts
- Tracking and evaluating all development efforts
- Working with Executive director to implement development strategies
- Managing new government, foundation, and corporate grants and coordinating deadlines
- Creating a calendar of available grants and deadlines for the upcoming year
- Assist in development campaigns and events

Other tasks (10%)

- General office admin and team assistance
- Professional development*

*Learning and networking opportunities include: USAID Global Health e-Learning courses, Triangle Global Health events, Care Group and CBIO learning materials.

Qualifications:

- College student, graduate student or college graduate
- Internet and Microsoft Office experience and skills required
- Detail oriented with interest in behind-the-scenes work carried out at nonprofits
- Interest in international development and/or public health
- A results-oriented person who is able to work independently
- Enthusiastic attitude and willing to do whatever is needed to help the team

Application Instructions:

Please send completed application, resume, and cover letter to info@curamericas.org.

Future Opportunities

Many interns have been promoted to Program Fellow or even hired as staff.

