

## **Internship Business Development & Communications**

Location – Amsterdam, The Netherlands

Type – Internship

Contract – Part-time

Posted on – October 4, 2022

Starting date – November 2022 (flexible)

### **Profile**

Max Foundation is looking for an intern to assist in business development (fundraising) and communications. The intern will be the first line support for the broader priorities of the Amsterdam team. These tasks will cover assignments such as assisting in desk research, proposal writing, scoping new fundraising opportunities, and content management (LinkedIn and Facebook).

### **What does Max Foundation do?**

Max Foundation aims for every child to have a healthy start in life, in the most effective and sustainable way. It is a fast-growing, innovative and entrepreneurial non-profit organization created by Steven and Joke Le Poole, who wanted to bring something positive out of the loss of their son Max. Business, data evidence, transparency, and thinking in terms of returns are our core values. Max Foundation strives for efficiency and maximum impact - the maximum value for money spent.

Over the years we have developed a unique, integrated approach in which we combine the thematic areas of WASH, nutrition and health. We strongly believe in working in partnerships, as together we can achieve more.

We are currently operating in Bangladesh, Nepal and Ethiopia and are looking towards starting in another African country. Furthermore, our communications and business development work also benefits our social enterprise Max TapWater.

### **Main responsibilities**

- Support comprehensive donor prospect research and fundraising
- Support the writing of proposals and follow-up activities
- Preparing slides and abstracts for presentations
- Content development, production and management of means of communication such as website, social channels, and printed media
- support our Communications and Business Development managers with miscellaneous administrative tasks

- Organizing fun teambuilding events at Max Foundation!

### **Skills**

- Excellent oral and written English language skills
- Flexible and result driven personality, hands-on mentality, creative thinker
- A love for writing (proposals, content, blogs, etc.)
- Strong interpersonal cross-cultural communication skills
- Ability to prioritize workload, assume responsibility for work, and follow through to completion
- Knowledge of social media
- Optional: some knowledge of SEA, SEO and CMS
- Ability to work independently and in a team setting
- Interest in and knowledge of international development / rehabilitation/ public health / WASH / nutrition

### **Commitment**

We're looking for a Master's student or recent graduate (at least a Bachelor's Degree) to start in November 2022 (flexible) and commit 3/4 days per week for a minimum of 6 months. The team has a hybrid working schedule, ~2 days per week in our office in Amsterdam, and the rest from home.

### **Compensation**

This is a great opportunity to gain experience at an international NGO with an ambitious mission. You will not only gain practical experience and knowledge, you will also have the opportunity to cooperate with our partners and expand your network. A monthly allowance of €200 will be paid based on a 4 day workweek. Travel costs are refunded.

### **Contact us**

For more information about our work, please visit our website:  
[www.maxfoundation.org](http://www.maxfoundation.org).

Applicants are invited to send their CV and cover letter to [colette@maxfoundation.org](mailto:colette@maxfoundation.org) before October 31, 2022 (applications will be handled on a rolling basis).