

Internship Programme Management & Business Development

Location – Amsterdam, The Netherlands

Type – Internship

Contract – Part-time

Posted on – 28 June 2021

Deadline – 15 July 2021

Starting date – September 2021 (flexible)

Profile

Max Foundation is looking for an intern to assist in programme management and business development (fundraising). 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 proposal writing, preparing conference submissions, scoping new fundraising opportunities, and drafting parts of the annual report.

What does Max Foundation do?

Max Foundation is a fast-growing non-profit organization created by the initiative of Steven and Joke Le Poole. They wanted to bring something positive out of the loss of their son Max. Our mission is to fight child mortality by providing a healthy start in life for as many children as possible in the most effective and sustainable way. Max Foundation is an organization with an entrepreneurial, enthusiastic, and informal character. Business, transparency and thinking in terms of returns are our core values. Max Foundation strives for efficiency - the maximum value for money spent. When it comes to determining how we work and what we do, we ask ourselves: what is the most efficient and effective way? It distinguishes our foundation from many other charities and that is why our organization owes its growth.

Over the years we developed our 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.

Main responsibilities

- Support comprehensive donor prospect research
- Fundraising proposal writing
- Preparing slides and abstracts for conference presentations
- Draft and revise (annual) reports of all Max Foundation's projects
- Participating in meetings (country teams, consortium members) and taking notes
- Monitor developments and update the knowledge base on integrated programming, child health, WASH, nutrition, SRH, and stunting through desk-based research
- Support in organizing South to South learning initiatives

- Organizing fun teambuilding events at Max Foundation!

Skills

- Excellent oral and written English language skills
- Strong interpersonal cross-cultural communication skills
- Ability to prioritize workload, assume responsibility for work, and follow through to completion
- Ability to work independently and in a team setting
- Interest and knowledge of international development / public health / WASH / nutrition

Commitment

We're looking for a Master's student or recent graduate (at least a Bachelor's Degree) to start at our office in Amsterdam in September 2021 (flexible) and commit 3/4 days per week for a minimum of 6 months.

Compensation

This is an exceptional 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.nl. Send your CV and cover letter to celine@maxfoundation.org before 15 July 2021 (applications will be handled on a rolling basis).