

Internship Programme Management & Business Development

Location – Amsterdam, The Netherlands

Type – Internship

Contract – Part-time

Posted on – 10th August 2023

Starting date – September 2023 (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 desk research, 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 growing non-profit organization created by 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. We have developed a unique integrated approach in which we combine the thematic areas of WASH, nutrition and health.

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.

This is a defining feature of our organization. We strongly believe in working in partnerships, as together we can achieve more.

Main responsibilities

The intern will undertake the following activities:

- Scope, support in (online) research and provide information and analysis for the expansion of Max Foundation in Uganda.
- Support donor prospect research and fundraising, such as collecting key programme and background information for use in proposal development.
- Preparing slides and abstracts for conference presentations.

- Monitor developments and update the knowledge base on post-disaster (natural/conflict) and rehabilitation, integrated programming, child health, WASH, nutrition, SRH, entrepreneurship, climate adaptation and mitigation, inclusion and stunting through desk-based research.
- Share findings and lessons learned on integrating elements into approaches aimed at child health (such as Max Foundation's Healthy Village approach).
- Support in organizing cross country learning initiatives.
- Participating in meetings (country teams, consortium members) and taking notes.
- Scope, support in (online) research and provide information and analysis for the expansion of Max Foundation in Uganda.
- Support donor prospect research and fundraising, such as collecting key programme and background information for use in proposal development.
- Preparing slides and abstracts for conference presentations.
- 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 / 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 September 2023 (flexible) and commit 3 or 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

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, but you will also have the opportunity to cooperate with our partners and expand your network. A monthly allowance will be paid based on a 5-day workweek. Travel costs are refunded.

**Contact us**

Contact us For more information about our work, please visit our website: www.maxfoundation.org. Send your CV and cover letter to kate@maxfoundation.org and asana@maxfoundation.org before 30th August 2023 (applications will be handled on a rolling basis).