



Job Title:	Fundraising Interns
Reporting to:	Managing Consultants
Place of Work:	North London / Buckinghamshire
Contract:	6 months
Hours of Work:	35 hrs per week
Salary:	£1,190 per month

Job Summary

Compton Fundraising is the market leading fundraising consultancy in the UK.

We have an established paid internship scheme where the vast majority of our interns go on to full time contracts with the Company.

We are currently looking for two interns to join our team, working with clients based in North London and Buckinghamshire.

This is an entry level position for graduates looking for their first role in fundraising consultancy or for those looking to make a change into fundraising consultancy from another sector or a third sector role.

As a Compton intern your role and responsibilities include:

- Act as the first point of contact for, and respond to, all fundraising enquiries and provide efficient and effective supporter care
- Assist with the maintenance and updates of the database ensuring all individual records are accurate (training will be provided if you do not have previous fundraising database experience)
- Assist in the preparation of newsletters and other mailings to supporters
- Assist in the development of fundraising proposals and supporting materials
- Regularly update web pages and social media channels
- Organise and attend information and cultivation events and fundraising meetings
- Write and issue agenda and meeting notes
- Maintain fundraising files
- Conduct other duties as assigned by the Managing Consultant and/or Compton line manager on the job

Some travel within North London/Buckinghamshire areas will be required from time to time.

Person Specification

Well presented, confident, articulate with the ability to write clearly and concisely, you will possess an open, creative, enquiring mind and have an enthusiasm for fundraising and commitment to the Company objective of delivering transformational performance for our clients.

You will be trained and supervised on a daily basis by experienced Compton consultants; and this could be the first step in a career in the third sector.

To apply, please send your covering letter and CV to lwheatley@comptonfundraising.co.uk by 31 January 2019.