



APPLICATION FOR RESOURCE MOBILISATION INTERN

The African Centre for Democracy and Human Rights Studies (ACDHRS) is independent, non-profit regional human rights NGO based in Banjul, The Gambia. It was initially set up in 1989 by an Act of Parliament of the Republic of The Gambia. However, 1995, the African Centre was re-launched, thereby repealing the Act, and thus making the Centre a truly independent pan-African NGO.

The Centre seeks to uphold and promote Article 25 of the African Charter on Human and Peoples' Rights which states that: State Parties have the duty to ***'promote and ensure, through teaching, education and publication, respect of the rights and freedoms contained in the present Charter and to see to it that these freedoms and rights as well as corresponding obligations and duties are understood'***.

The African Centre seeks a dynamic, creative and committed Intern to provide support to its resource mobilization/fundraising initiative for a period of 6-12 months. The Intern reports directly to the Executive Director and will work in liaison with other Departments, particularly Finance on the following:

- a. Developing, implementing, monitoring and review a fundraising strategy, that includes yearly targets for current and future programmes of the ACDHRS;
- b. Assisting in reviewing previous funding sources and renewing or re-establishing relationships;
- c. Conducting research on potential donors to support the work of the ACDHRS;
- d. Developing a database to record donor contact and preference information; and updating/reviewing as may be necessary;
- e. Maintaining a network of corporate contacts and effectively managing and maximizing these relationships;
- f. Contributing to the development of an annual work plans or yearly budget;
- g. Assisting in the preparation of project/funding proposals to other funding agencies;

- h. Assisting in the preparation of appropriate and timely reports for submission to donor or funders and ensure that such reports meets donor/funders guidelines;
- i. Prepare resource allocation table in consultation with Finance
- j. Sensitizing and training team members on fund raising skills and strategy.
- l. Any other duties that may be assigned by the Executive Director

Qualifications and key competencies:

- At least a University Degree (Bachelors) in the Social Sciences or equivalent qualification in Accounting, Banking, Finance, and Management from an internationally recognised Institution;
- 2 years work experience in finance and management in a senior position in a human rights or democracy organization, preferably in an NGO environment;
- Previous experience in resource mobilization or fundraising role would be an added advantage;
- Previous experience in implementing successful fundraising and financial management and competency in understanding and analyzing accounting and financial management reports;
- Extensive computer skills (especially Excel, QuickBooks etc);
- Ability to work under pressure, meet deadlines, be results-oriented with a high sense of responsibility;
- Strategic thinking, excellent team player with good management and interpersonal skills.

Remuneration: Internship positions are NOT remunerated positions. However, the Intern will have the opportunity to learn and share experience thereby contributing to the work of the African Centre. A Certificate of Internship will also be issued to the Intern at the end of the period.

Interested applicants should complete the Internship Application Form, attached relevant documents (CV, Certificates) and send by email to: admin@acdhrs.org. **Deadline for applications: 10th February, 2017. Only successful Applicants will be contacted.**