

INTERNATIONAL RELIEF TEAMS

SUMMER INTERNSHIP OPPORTUNITY

GRANTS & DEVELOPMENT INTERN

WHAT WE DO

International Relief Teams is a nonprofit humanitarian organization dedicated to alleviating human suffering caused by poverty, disaster, and neglect – from the forgotten corners of the world to right here in San Diego – by sending relief supplies, financial support, volunteer teams, and other assistance to where it is needed most. In the last year alone, we have provided support in Asia, Africa, Eastern Europe, Latin America, the Middle East, Mexico, and the U.S. Since our founding 35 years ago, International Relief Teams has deployed more than 7,500 volunteers and delivered more than \$674 million in aid to 76 countries.

While our overall impact is quite significant, what has been key to International Relief Teams' success is that we have remained small and nimble. Our number one priority is to identify the most efficient way to deliver aid where it is needed most. To this end, we have developed an incredible ability to work in-country with highly effective organizations and leaders on the front lines of humanitarian challenges. As partners, we work together to accomplish mutual goals in alleviating human suffering by leveraging resources to achieve the greatest impact. Our programs fall into two general impact areas:

- **Disaster Relief** – We provide relief supplies (food, water, hygiene kits, medicine, medical supplies, construction materials, etc.) and/or construction volunteers as needed in response to natural and man-made disasters, internationally and here in the U.S.
- **International Development** – Our Building Healthy Communities programs focus on providing long-term, sustainable solutions that empower communities and promote self-sufficiency. This includes providing sustainable food, water, and shelter that align with community needs; medicine and medical supplies to hospitals and clinics around the world; meeting the nutrition needs of orphaned children; and providing and delivering food to local schoolchildren in San Diego. In the area of development work, there is a great and exciting opportunity for growth.

LEADERSHIP & CULTURE

Based in San Diego, our 8-member team is passionate about alleviating human suffering around the world. Although we are a well-established organization with strong financial reserves and 35 years of history, we embrace the culture and operating ethos of a startup. For us, this means thinking creatively, encouraging innovation, moving quickly, and accepting an element of risk, as and when required. International Relief Teams is governed by a dedicated and supportive Board of Directors.

LOCATION

This is an onsite position, based in our corporate office located at 3545 Camino del Rio South, Suite A, San Diego, CA 92108.

POSITION SUMMARY

Reporting to the Chief Programs Officer, and in collaboration with the Chief Operations Officer, the Grants and Development Intern will map existing grant opportunities offered by institutional, foundation, and

corporate donors. The Grants and Development Intern will research priorities and programmatic approaches and determine whether they fit IRT strategic objectives. The Grants and Development intern will produce recommendations for engagement and will analyze potential venues for collaboration. This is a highly collaborative role working hand in hand with IRT's leadership team, program staff, and its partners. This is a summer internship, but the position may become permanent based on results and organizational priorities.

DUTIES & RESPONSIBILITIES

Under the supervision of the Chief Programs Officer:

- Map existing institutional, foundations, and corporate donors whose geographical priorities align with those of IRT.
- Identify existing priorities of such institutional, foundations, and corporate donors and assess alignment with IRT's strategic objectives.
- Analyze existing programs and activities funded by such donors including total grant size, identify implementing partners, and assess relevance based on IRT's strategic framework.
- Contribute to the development of IRT's donor and fundraising strategy by providing recommendations to initiate engagement including potential activities and/or approaches that IRT can propose to assess interest.
- Create a calendar of RFPs and directory with contact details for all institutional, foundations, and corporate donors identified based on results from research.
- Support in the development of communication materials to engage institutional, foundations, and corporate donors.
- Support in the development of Concept Notes and proposals.

BACKGROUND PROFILE

- Passion and appreciation for global humanitarian work.
- Bachelor's degree in political science, international relations, or similar field.
- Excellent research, writing, and communication skills.
- Strategic and hands-on approach program development in humanitarian and development settings.
- Adept at data analytics and data management in humanitarian settings.
- A self-starter with strong leadership skills, a collaborative spirit, strong project management skills, and the ability to work independently while managing multiple projects and deadlines.
- Effective communication skills, written and oral; comfortable communicating key data points and presenting to a variety of stakeholders.

FOR MORE INFORMATION OR TO APPLY, PLEASE SEND CV AND COVER LETTER TO JOBS@IRTEAMS.ORG WITH THE SUBJECT "GRANTS & DEVELOPMENT INTERN."
