



Greenpop

JOIN THE TREEEVOLUTION

GREENPOP TREE PLANTING JOB DESCRIPTION Fundraising Intern (6 months)

Job Title

Fundraising Intern

Reporting to

Greenpop Fundraising Coordinator & Events Manager

Role essence

A management-oriented role primarily in research, administration and evaluation of Greenpop's Individual Fundraising.

Are you passionate about environmental causes and want to make a difference? In this role, you will support the CEO and Fundraising team in various administrative tasks, including managing monthly donations, overseeing fundraising activists, writing communications to individual donors, researching new fundraising mechanisms, and producing monthly reports.

Fundraising is crucial for non-profits as it provides the necessary resources to implement projects, sustain operations, and make a positive impact on the community and environment.

Whilst the ideal candidate would possess experience and skills in areas such as data capture, Excel, and English proficiency, Greenpop welcomes applicants with diverse skills and backgrounds. This partly remote position, based in Cape Town with a hybrid work environment, offers the opportunity to work flexibly whilst contributing to meaningful environmental work. Option to start fully remote also possible.

In addition to this, Greenpop's annual tree planting celebration Reforest Fest 2024, where over 1000 people come together to plant thousands of trees, attends talks and workshops, celebrate with live music and delicious food over Easter Weekend 29 March- 1 April 2024 will happen during the internship, and we require all interns to attend the set up and festival itself.

You will get to plant trees, however this role is for a motivated, highly organised and dedicated individual with lots of stamina. You enjoy methodical and detailed work with great communication skills, and also do not mind getting your hands dirty - to aid the creation of a seamless and spectacular event.

You will be assisting your supervisor in administrative tasks and potentially sponsorship liaison and will be working closely with a dynamic and experienced events team in an extremely fast-paced, highly communicative environment.

You will be joining the team at the venue Bodhi Khaya Nature Retreat from 23 March - 3 April, in a camping environment and you will be living in nature and in a tight-knit community. The hours can be very long and tiring during the event setup and weekend itself, but it's incredibly rewarding and thrilling to be a part of a fast-paced environment for the betterment of our planet.

RESPONSIBILITIES AND TASKS

You will work with Greenpop's CEO and Fundraising team in administrative tasks related to individual fundraising:

- Managing monthly donations
- Managing fundraising activists
- Writing communications to individual donors
- Researching new fundraising mechanisms
- Producing monthly reports

The following experience and skills would be ideal, if you don't match all of them - do apply anyway, we need many different skills:

- Interest in environmental work but extensive knowledge not essential
- Exceptional attention to detail
- Experience in data capture/ excel
- Proficient in English
- Excellent multitasking and time management
- Willing to work occasional evenings and weekends
- Willing to travel for events
- Happy to camp from 23 March - 3 April 2024 at the Reforest Fest
- Self-motivated and self-starter - role is partly remote
- Able to multi-task and work across multiple documents and platforms
- Comfortable with Google Sheets, Docs, Slides, Google Mail
- Good written and verbal communication skills in English

Other requirements:

- Able to travel and work outside normal working hours when necessary
- Own laptop preferable
- Based in Cape Town, hybrid work environment

Greenpop as a whole

- Do your best to embody and promote the Greenpop ethos and cause
- Assist where needed at other Greenpop events such as eco-hub open days, school groups

HOURS, OUTCOMES & REMUNERATION

Hours

15 November - 15 May (6 months preferable but negotiable)

±2 weeks off over Christmas and new year

Mon - Fri 9am - 4pm expect when on-site, longer hours and weekends required

Partly Remote / Based in Cape Town, hybrid work environment

On-site at Reforest Fest 23 March - 3 April 2024

Outcomes

- Experience working in our core fundraising team
- Aiding the improvement of a multi-faceted fundraising strategy
- Experience working in a dynamic, fast-paced environment
- Reference letter working at (probably) the biggest tree planting festival in Africa
- Experience working for an award winning organisation

Remuneration

This is an unpaid internship. Data and airtime will be reimbursed. On-site at Reforest Fest 23rd March - 3 April 2024, expenses paid

To apply, please fill in this form before 1 September 2023: <https://bit.ly/FundraisingIntern24>