



Position Title: Donor Relationship Management Intern

About Far Away Friends: Far Away Friends (FAF) was founded in 2014 to equip youth in rural Uganda to break cycles of generational poverty. FAF partners with local leaders in Amolatar District, Uganda to improve the lives of children through impactful, locally led initiatives. Our programs focus on quality education, teacher training, life skills and girls' empowerment, community development, and sustainability.

Position Overview: The Donor Relationship Management Intern will work closely with the Far Away Friends team to assist with donor communication and engagement. The intern will also help with research, analysis, and data management to ensure accurate tracking and reporting of donor activities. The intern should have willingness to learn CRM software and database management, with experience as a plus.

Duration: Fall 2023 Semester

Responsibilities:

- Assist with donor communication and engagement through phone calls, emails, and social media.
- Conduct research and analysis on donor trends, behaviors, and preferences to inform fundraising strategies.
- Manage donor data in our CRM software, ensuring accuracy and completeness.
- Outreach to all monthly donors to ensure they are satisfied and engaged with FAF.
- Complete a donor satisfaction survey to gather feedback on donor experience and improve future fundraising efforts.
- Assist with creating and implementing fundraising campaigns, including online fundraising efforts and donor events.
- Collaborate with the Far Away Friends team to ensure all donor-related activities are consistent with our branding and messaging.

Requirements:

- Willingness to learn CRM software and database management, with experience as a plus.
- Knowledge of fundraising and donor engagement best practices.
- Strong communication skills and ability to work collaboratively with a team.
- Passion for making a positive impact in the world.

Deliverables:

- A report on donor trends, behaviors, and preferences.
- Outreach to all monthly donors to ensure satisfaction and engagement.
- Completion of a donor satisfaction survey to gather feedback on donor experience and improve future fundraising efforts.



- Assistance in creating and implementing at least one successful fundraising campaign.

We look forward to welcoming a talented and passionate Donor Relationship Management Intern to our team! To apply, please email a resume and cover letter to Jayme Ward at Jayme@Farawayfriends.org.