

Citywise Glasgow Fundraising Internship 2022/2023

Role Description

Introduction

The fundraising internship with Citywise gives one candidate the opportunity to gain valuable experience working behind the scenes of a small but growing non-governmental organisation. Their main focus will be development, fundraising and event management within the nonprofit sector, particularly around the Glasgow Kiltwalk 2023.

About Citywise

Citywise is transforming young lives through the power of character mentoring. We work with schools and families to help young people unlock their potential, flourish in all areas of their lives, and contribute positively to their communities.

Our curriculum focuses on helping young people to grow in character by developing strengths of heart, mind and will. Young people develop the tools to succeed not just in their academic careers, but also in all areas of life such as relationships, aspirations and emotional resilience. They discover that they can grow, increase their emotional wellbeing, have healthy relationships, be socially engaged and feel empowered to take hold of their dreams and make a positive difference in their communities. In term-time most of our work occurs through 1:1 mentoring, but we also run other character-mentoring clubs and youth groups for young people, and during the school breaks we run special holiday projects.

About the role

Dates of the internship: 16 January - 1 May 2023

Times of the internship: 4 hours/week

Location of internship: Remote or in the Citywise office, 2 Merkland St, G11 6DD

Main areas of Responsibility

Fundraising

- Engage with our corporate partner LUSH to organise and run an in-store fundraiser (Charity Pot Party).
- Support the Programmes Manager in organising and running a large fundraising event (The Kiltwalk) in April 2023.
- Provide support on other aspects of fundraising, such as helping to organise a bake sale or other events, and drafting grant applications to funding bodies.
- Explore new relationships with corporations to build fundraising infrastructures.

Supporting other charity activities

As well as having the opportunity for a significant amount of experience within the fundraising section of an NGO, the intern will also have the opportunity to learn about many of the other aspects of charity life: administration, marketing, delivery, volunteer recruitment and management.

Key Activities

LUSH - The candidate will engage with our corporate partner LUSH to plan and run a 'Charity Pot Party' in the LUSH Buchanan Street store with the help of our society members in attendance.

KILTWALK - This will be the largest fundraising event of the year and will take place on 30 April 2023. The candidate will support the Glasgow Programmes Manager with the strategic and logistical planning of the Glasgow Kiltwalk 2023. This will include liaising with the organisers of the event to arrange registration, raising awareness of the event amongst mentors, coordinating people's sign-ups and assisting them in setting up JustGiving pages,

Skills and experience required

- Commitment to Citywise's mission to help foster young people's character and personal growth
- Hard working with a positive attitude
- Good interpersonal skills and confidence to reach out to a variety of parties.
- Good organisational skills; accuracy and attention to detail
- Willingness to join in any task as required in the varied life of a small charity
- **Preferred but not required:** A current volunteer or previous volunteer with Citywise