ABOUT STIR EDUCATION

STIR Education is an international NGO that supports education systems to reignite intrinsic motivation so that every child, teacher and official is motivated to learn and improve. At a practical level, that means we support governments to reignite intrinsic motivation in teachers and local officials, through teacher networks. Our vision is a world where teachers love teaching and children love learning. Since 2012 we have reached 200,000 teachers and 6 million children across 70 districts in India and Uganda and have recently launched our programme in two districts in East Java, Indonesia.

How we approach our work is as important as what we do and our core values guide the way:

- **Humility** – We don’t have all the answers upfront.
- **Ownership** – We empower each other with high expectations & support.
- **Openness** – We will listen, learn and improve, and lead through obstacles.
- **Purpose** – We’re united by a shared vision we’ll build & achieve together.

THE OPPORTUNITY - FUNDRAISING INTERN

**Location:** Bangalore

**Duration:** 6 months

**Time Commitment:** 3 days a week, 7 hours per day

**Compensation:** ₹10,000/- per month (all-inclusive)

**Job Description:**

We are seeking a dedicated and enthusiastic Fundraising Intern to join our team. As a Fundraising Intern, you will play a crucial role in supporting our fundraising efforts and gain valuable experience in the not-for-profit sector. This internship offers an excellent opportunity to work closely with our Senior Manager and contribute to our mission of making a positive impact in our community.

**RESPONSIBILITIES**

The following is a breakdown of the types of activities you may be required to help with alongside other general fundraising duties:

1. **Updating BD Tracker:** Under the guidance of the Senior Manager, you will be responsible for updating our Business Development tracker, ensuring accurate and up-to-date information.

2. **Populating New Payment Gateway:** Assist in populating a new payment gateway with email data, helping streamline our donation processing.
3. **CSR Box/Awards Preparation**: Collaborate on preparations for CSR-related initiatives, including CSR box and CSR awards (confirmation pending).

4. **Diwali Campaign Assistance**: Support the Senior Manager in organizing and executing our Diwali campaign, contributing to its success.

5. **Desk Research**: Conduct research on potential funders and CSR funders to help identify new opportunities for fundraising.

6. **Meeting Participation**: Gain valuable experience by attending funder meetings and internal meetings, actively listening and learning.

7. **Meeting Minutes**: Take detailed minutes during key internal meetings, ensuring accurate records for reference.

8. **HNW Event Support**: Assist in the planning, setup, and execution of high-net-worth (HNW) events, contributing to their success.

**SKILLS AND EXPERIENCE REQUIRED**

- Recent graduate with a keen attention to detail.
- An interest in working within the not-for-profit sector.
- Prior office environment experience is advantageous but not mandatory.
- Positive, energetic, and values-aligned with a strong desire to learn and contribute.

**HOW TO APPLY**

If you are passionate about making a difference and eager to learn while supporting a meaningful cause, please send your resume and a cover letter highlighting your qualifications and motivation to smookherjee@stireducation.org. Please include "Fundraising Intern Application - [Your Name]" in the subject line.

**APPLICATION DEADLINE – 14TH SEPTEMBER**

We thank all applicants for their interest in this position. However, only candidates selected for an interview will be contacted.

STiR Education is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences to join our diverse and inclusive team.