

# Development Intern

## Our organisation

**JA Europe** ([www.jaeurope.org](http://www.jaeurope.org)) is Europe's largest provider of entrepreneurship education programmes, reaching 4.2 million students in 40 countries in 2018-2019. Funded by businesses, institutions, foundations and individuals, JA Europe brings the public and private sectors together to provide young people in primary and secondary schools and early university with experiences that promote the skills, understanding and perspective that they will need to succeed in a global economy.

## Opportunity

- To be part of a global organisation, serving the European region;
- To engage with an entrepreneurial and multicultural team;
- To contribute in shaping up policies and programmes on entrepreneurship education;
- To see entrepreneurship education in action and its impact on students and teachers;
- To be involved in Europe-wide special events in Brussels and beyond.

## The position

We are looking for an enthusiastic person to join our Development Team for a full-time position as Development Intern.

The intern will report to the Project Manager Team Lead of JA Europe.

The internship will last 6 months and could be turned into a full-time position after this initial period.

## The responsibilities (non-exhaustive)

- Proactively seek new sources of corporate, foundation and public-sector support;
- Support Project Managers with different Accounts in coordination with the countries, reporting, monitoring;
- Donors stewardship and effective communication;
- Support in developing and writing grant proposals to EU, Foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders;
- Work with the Development team on mapping opportunities, preparing the meetings and drafting prospects presentations;
- Support the JA Network with requests for fundraising and funder assistance.

## The candidate

- A “can-do” approach to life and the ability to produce work to high standard, including attention to detail;
- Fluency in English (oral and written) with an ability to use at least one other European language;
- Bachelor’s degree;
- Minimum of 1 year of relevant experience in fields like fundraising, project management, business development, EU grants.
- Good project management skills;
- Strong verbal and written communication skills;
- Excellent operational, administrative and organisational skills;
- Grant writing experience (EU Grants);
- Strong IT Skills, including Microsoft Excel;
- Ability to embrace a dynamic work environment and accustomed to performing under pressure;
- Proactive attitude and high level of personal commitment to duties, timelines and deadlines;
- Multitasking;
- Ability to embrace remote interactions (e.g. videoconference, phone calls, etc.);
- Demonstrated interest in education and entrepreneurship.

## The application

Interested? Please submit your CV and motivation letter to Judit Balogh [judit@jaeurope.org](mailto:judit@jaeurope.org) with the subject title “Application Development Intern – NAME SURNAME”.

Possible start date: as soon as possible

Deadline for submitting the applications: 20 November 2019