

Internship Program with Habitat for Humanity

I. Project Title:

Operational support to the Global Foundations, Organizations, and Institutions (FOI) team.

II. Department and Supervisor

The intern will be part of the Global Foundations, Organizations and Institutions (FOI) team under the direct supervision of John Lindon, Associate Director FOI. Working under the direction of the supervisor, the intern will support all aspects of FOI's work focused on increasing funding for Habitat's work in the Asia-Pacific region.

III. Timeline: 26-52 Weeks

Week 1-2	Orientation & Work Planning
Weeks 3 onwards	Day to day support to GFOI

IV. Description

- V. The Resource Development (RD) Department focuses on strategic fundraising to support Habitat's mission and vision. The Global Foundations, Organizations and Institutional Relations (FOI) Team focuses on Professional Foundations, Bilateral, and Multilateral institutions – all recognized as institutional partners with significant assets of \$100 million+. These institutional partners have high quality designated staff and strategic program priorities with strict guidelines and restrictions on proposal development and grant execution.

Reporting to the Associate Director, FOI Asia Pacific, this intern will: conduct rapid research scans, track and share funding opportunities via the monthly forecast, take meeting notes and assist with tracking follow up actions, support the delivery of training sessions, add documents and intel to the CRM system, support projects that bolster the efficiency and productivity of FOI in AP, and provide strategic support to the global team as needed.

VI. Interest Areas

The internship will be a part of an incredible learning experience that will expose you to non-profit work, culture, relevant projects and experts in the field. You will have the ability to learn from a global team, supporting in major fundraising efforts. Successful candidates will be joining a Global FOI Team that is helping to build systems and processes that will benefit the organization for many years to come. You will be exposed to other aspects of Habitat's international fundraising efforts and will acquire a firm grasp of professional foundation, bi-lateral and multi-lateral funding organizations.

VII. Minimum Qualifications

1. Fresh graduates and postgraduate students are accepted.
2. A strong interest in organized processes and systems
3. Interest in topics of international development and housing, bi-lateral and multi-lateral institutions, grants and funding

4. Openness to learn and ability to work on multiple tasks at once

VIII. Preferred Qualifications

1. Excellent writing and verbal communication skills
2. Professionalism
3. Excellent organizational skills and attention to detail
4. Proficient in Microsoft Office
5. Strong collaboration skills
6. It is preferred that successful applicant has his/her own laptop

IX. Other details

1. This is primarily a remote/virtual engagement. The intern will work from home but must be willing and able to visit the HFH office in Makati periodically, as per request of the supervisor.
2. Minimum of 15-20 hours per week for a period of at least 6-12 months (negotiable).
3. Minimal stipend/allowance shall be provided, as per HFH's guidance.
4. **Application deadline 28 January 2022.**

Please send any questions and/or applications to John Lindon (jlindon@habitat.org).

About Habitat for Humanity

Habitat for Humanity, founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Seeking to put God's love into action, Habitat brings together people of all faiths and people of no faith to build homes, communities and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability and self-reliance they need to build better lives for themselves. Habitat seeks individuals who have a willingness to affirm these principles and values.

At Habitat for Humanity International, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to a culture and workplace where all staff feel safe, welcome, visible, respected, supported and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encourage people of varied races, ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and will be held accountable to upholding our policies around ethical behavior, including safeguarding and whistleblowing.