



**Internship in the area of
Corporate and private fundraising
Office in Vicenza**

Duration of the Internship: To be agreed - Preferably 6 months

Location: The Corporate and Private Fundraising Unit is based in
Vicenza (Italy) –

The European Association for Local Democracy (ALDA) offers an internship in the field of Project Development. The incumbent will work under the supervision of the Corporate and Private Fundraising Unit Coordinator of ALDA, who is also the tutor responsible for the internship.

Main tasks and responsibilities:

- Research and study: Scouting of potential donors
- Elaboration of applications
- Preparation of materials: power points, texts for promotional materials
- Strategies development

The internship also includes administrative and office tasks, mainly related to the preparation and the submission – but also the implementation and the reporting – of private funding.

The tasks will be defined according to the experience of the trainee and can be changed and further “develop” during the internship.

The internship in the Corporate and private fundraising office takes place in Vicenza and normally lasts a minimum period of 6 months.

The intern will work under the supervision of the Corporate and Private Fundraising Unit Coordinator of ALDA – the European Association of Local Democracy Agencies, who is also the tutor responsible for the internship.

Knowledge, skills and abilities:

- University degree
- Languages: English; French and/or Italian is an asset
- Basic notions of Fundraising
- Ability to work as part of a team, as well as individually
- Good interpersonal and communication skills
- Proactive attitude
- Internet and Office skills
- High motivation and strong interest for THE focus of ALDA

To apply, please fill-in the [online form](#) with all requested information. ALDA can host only interns holding a scholarship in its offices (e.g. funded from the EU, universities, regions, foundations, etc.); please note that according to the availability for each position, only shortlisted candidates will be contacted. The pre-selected candidates will be contacted for an interview in the following weeks.

About ALDA

ALDA is a non-governmental organisation dedicated to the promotion of good governance and citizen participation at the local level. ALDA in particular focuses on activities that facilitate cooperation between local authorities and civil society. It was established in 1999 at the initiative of the Council of

Europe's Congress of Local and Regional Authorities to coordinate and support a network of Local Democracy Agencies which was established in the early 1990s. ALDA is now one of the largest NGOs in the field of cooperation between local authorities and non-state actors engaged in promotion of local democracy and active citizenship. For more information, please see our website: www.ald-europe.eu

A former intern said about her experience:

"I like it. I learnt a lot and think that I even did some nice work in this field here. I appreciate very much cooperation, consultations, guidance, but also space left for my ideas, creative process and independent work". Kateřina Procházková, Palacký University, Olomouc, Czech Republic