

Spark Ventures Program and Partnership Development

Description of the Internship

The intern will work with a small team and gain valuable insight into the environment at a small and growing nonprofit organization. The majority of his/her focus will center on assisting with program and partnership development, as well as researching and developing industry-relevant literature for Spark's resource center. On the same note, s/he will have opportunities to gain exposure to areas of nonprofit management, impact measurement, and operations that s/he feels are of special interest.

Responsibilities May Include

Partner Program Development

- *Assist with program development projects and preparation of training materials*
- *Contribute ideas to the improvement of existing partner programs to increase the impact they have on vulnerable children*
- *Contribute to the growth of Spark's monitoring & evaluation processes*

Partner Business Development

- *Assist with business development activities as related to current and new partner*
- *Contribute to the analysis, reporting, and communication of impact and model sustainability to Spark investors and community*

Research

- *Research and update international development trends and case study database*
- *Assist in developing relevant industry articles for Spark media and resource center*
- *Develop new leads for like-minded international development organizations that Spark could reach out to*

Communication

- *Assist in communication development, whether to partners or other entities*
- *Generate highly relevant and targeted information for the purpose of social media dissemination*
- *Support the logistics and promotion of Spark events and activities (as available) and brainstorm ways to introduce Spark to new audiences*

Dates

September – December, 2012

Compensation

This is an unpaid internship

Time Commitment

10 - 15 hours per week

Reports to:

Lucy Jodlowska
Director of Partnerships