



Position: Business Development Intern

Location: Cambridge, MA (Occasional travel to Norwich, VT will be required)

Reports To: Lizzy Karoly, Business Development Operations Manager

Start Date/Duration: Summer 2013, flexible hours

Grassroot Soccer Overview:

Grassroot Soccer uses the power of soccer to educate, inspire, and mobilize communities to stop the spread of HIV. Our vision is a world mobilized through soccer to create an AIDS free generation. To achieve our mission, we continuously improve our innovative HIV prevention and life-skills curriculum, share our program and concept effectively, and utilize the popularity of soccer to increase our impact. To date, over 575,000 young people have graduated from GRS programs in 20 countries around the world.

GRS has evolved into one of the leading sport for public health development NGOs. GRS is headquartered in Norwich, VT with offices in South Africa, Zambia, Zimbabwe, and London. GRS is supported by leading funders including the Gates Foundation, Elton John Aids Foundation, Barclays, Nike, Comic Relief, and USAID. GRS's annual operating budget has grown to approximately \$8 million. The organization was recently recognized as the third fastest-growing US-based NGO and has earned Charity Navigator's top award of four stars over the last two years for its sound fiscal management and commitment to accountability and transparency.

Scope of Position:

The Business Development Internship (BDI) is a volunteer position that plays a crucial role in supporting Grassroot Soccer's individual, corporate and foundation giving. S/he is responsible for working with GRS's development team to support the work of the development staff, in the US and internationally, through the following (but not limited to) responsibilities:

Donor Prospecting and Research

- Explore new fundraising techniques to acquire new donors
- Perform online research and identify donors and funders aligned with GRS programs
- Gather, analyze and compile development data into tables, charts, graphics and PowerPoint

Donor Tracking

- Maintain accurate entry and management of donor records in Little Green Light (LGL) donor database
- Build, generate and analyze donor reports from LGL on a regular basis
- Assist in monitoring and evaluating fundraising campaign performance

Development Department Support

- Participate in development meetings as required
- Provide support in preparation of grant reports and proposals
- Work on any special projects as needed
- Provide administrative support to the Development Department
- Support Development Team with organizing any fundraising, donor cultivation or Board events, as needed
- Support Development and Communications teams with annual appeal mailings, on-line campaigns, promotions, e-newsletters, and blog postings.

If interested please send resume and cover letter to:

Lizzy Karoly

Lkaroly@grassrootsoccer.org



Position: Communications/Marketing Intern

Location: Cambridge, MA (Occasional travel to Norwich, VT will be required)

Reports To: Molly McHugh, Communications Manager

Start Date/Duration: Summer 2013, flexible hours

Grassroot Soccer Overview:

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Scope of Position:

The communications and marketing internship is a volunteer position that plays an important role in harnessing GRS stories from the field and helping deliver them in an effective strategy to leverage advocacy, funds and interest for Grassroot Soccer. The individual in this position will work with many members of the Grassroot Soccer team and will be responsible (but not limited to) the following:

Projects:

- 1) Produce 6 to 8 new stories for GRS website
- 2) Coordinate with appropriate GRS staff to review and update content on static webpages
- 3) Improve GRS Google site speed score through updates to graphics
- 4) Archive GRS photo library
- 5) Work closely with endurance events coordinator to promote upcoming events

Weekly tasks:

- 1) Track and archive media hits
- 2) Manage LinkedIn social media page
- 3) Review and file any new photos

Additional potential work:

- 1) Assist with new online marketing partnerships
- 2) Other immediate projects that we may not anticipate yet

If interested please send resume and cover letter to:

Lizzy Karoly

Lkaroly@grassrootsoccer.org