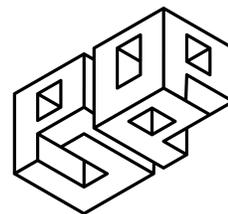


**Pop Up Projects CIC**

www.pop-up.org.uk  
www.pop-up-hub.com



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Please call us on 07450 837 737 if you need the job description in an alternative format.

## **Prospect Research (Fundraising) Internship Opportunity**

**Application Deadline:** Rolling\*

**Start Date:** TBC\*

**Role type:** Part-time internship (2 days per week)

**Salary:** £10.75 / hour (London Living Wage)

*\*Please note that due to uncertainty surrounding the current Covid-19 virus our entire office staff have temporarily switched to remote working. We have therefore decided to suspend the application deadline and start date for this role. We are accepting rolling applications, with a view to confirming a start date as soon as more information is available to us. All applicants will be kept updated with the timeline for this role.*



Pop Up Projects is a non-profit social enterprise and an Arts Council National Portfolio Organisation. We deliver imaginative, immersive and participatory children's literature programmes, at all levels from nursery to undergraduate, often in deprived schools and communities. Diversity is at the heart of our work; we value and champion cultural, linguistic and ethnic diversity in literature, because all young readers deserve to see their identities and communities reflected in the books they read.

Our core offer is Pop Up Festival, a national children's literature festival for schools. We are also committed to nurturing and investing in diverse aspiring and emerging children's illustrators and writers, such as through our talent development programme Pathways Into Children's Publishing.

To date we have delivered literature experiences to almost 100,000 beneficiaries, worked in 360 whole-schools, provided 50,000 books to school libraries and 7,000 hours of workshops in classrooms by 400 authors.

With our 10th anniversary on the horizon, we have an unprecedented opportunity to tell our impressive story to funders, partners and educators. This is an exciting time to join a growing organisation with an aim to provide support for 100,000 more children by 2025.

**Role Description:**

As Prospect Research Intern, you will work with the Development Manager, [Jamie](#), on researching and profiling potential major donors to support our campaign. You will also assist with and coordinate on building a system to manage this new information. You will have a chance to meet our whole team and get to know the different roles in a small arts organisation.

You will have the opportunity to work closely with front-line fundraisers and learn the fundamentals of a major donor and campaign fundraising strategy.



The internship will last between 12 and 14 weeks and consist of two days' work per week. The internship will ideally start w/c 5th April 2020 but we are willing to be flexible for the right candidate; the two working days per week are also negotiable, although Thursdays and Fridays are preferable.

We are committed to paying the London Living Wage (£10.75 / hour) and will also be able to make a contribution towards travel and other expenses, depending on where you would be travelling from.

**Key Responsibilities:**

- Profile historic board members and important individuals/supporters from a range of sectors (e.g. finance, law, arts, tech)
- Build contact maps of current board members
- Perform research into potential donors and supporters
- Organise and maintain information
- Regularly present this information to the Development Manager

**You will learn:**

- How to build and maintain a major donor database
- Prospect research skills, including reading and navigating public records
- Basic strategies and approaches behind major donor fundraising
- How to effectively present and pitch, and increase their confidence

**Qualifications/Skills/Interests:**

- Basic IT skills (word processing, spreadsheets), preferably using a Mac
- Analytical, and critical-thinking skills.
- Research skills and attention to detail
- Ambition to work in fundraising and/or philanthropy
- Passion for children's literature

## ***Application process***

Please submit a CV and a statement outlining why you are applying for this opportunity. This statement can be in a format of your choosing - e.g. written (one side of A4) or a video introducing yourself (maximum two-minutes long). Please explain why you are passionate about children's literacy; what skills you would bring; and what you're hoping to gain from the experience. Please send your application to [jamie@pop-up.org.uk](mailto:jamie@pop-up.org.uk).

In order to apply you must be eligible to work in the UK, with supporting documentation (such as a valid UK or EU passport, or a work visa).



## ***EQUALITY AND DIVERSITY STATEMENT***

Diversity is at the heart of our model in terms of the places we choose, the artists with whom we work, the audiences we strive to reach, and our organisational culture. We value cultural and linguistic diversity, because it enhances the richness and variety of our artistic output and enables us to connect with multicultural audiences. Candidates with a BAME (Black, Asian and minority ethnic) background are encouraged to apply as they are currently under represented at this level.