



# THE INTERNATIONAL NETWORK OF STREET PAPERS (INSP)

## Fundraiser Internship: Job Description

[www.street-papers.org](http://www.street-papers.org)

**TITLE:** Fundraiser (3-4 month Internship)

**REPORTS TO:** Lisa Maclean, Executive Director

**PURPOSE:** To support INSP's fundraiser to approach Trusts and Foundations in the UK for both project and core funding. Funding sources may also be accessed from the corporate sector and by managing events. Because INSP carries out highly specialised work with a very small staff, this position requires a highly motivated individual who has skills and abilities related to both detail-oriented, day-to-day organisation, as well as proactive and creative fundraising development and innovation.

### **ORGANISATIONAL OVERVIEW:**

INSP supports street paper projects worldwide to create employment for homeless people. The network connects almost 100 street papers in some 40 countries and supports new projects in the developing world. Through the network, street paper members receive advice, training, consultancy and access to funding and benefit from sharing resources, experience and mentoring.

### **SPECIFIC DUTIES:**

- Help to update an easily accessible fundraising database for current and future funding contacts, outlining funding deadlines, priorities and themes etc.
- With direction from the fundraiser, identify and research potential national and international funding opportunities to support INSP's core work and projects, such as annual conferences, the Street News Service and new street paper start-ups in Africa.
- Produce written funding proposals and appeals to charitable trusts, governmental bodies, and corporate sponsors.
- Work towards an annual fundraising target set by the Executive Director
- Assist in writing thank you letters and reports.
- Manage own ongoing administration and organizational maintenance, as needed.

### **MINIMUM REQUIREMENTS:**

- Strong written and oral communication skills.
- Attention to detail and ability to work well independently.
- Some fundraising experience preferred
- An interest in homelessness, international development and/or independent media desirable

**TIME COMMITMENT:** 2-4 days per week, depending on availability for a 3-4 month period.

### **LOCATION:**

INSP c/o SCVO  
Floor 3, Centrum Building  
38 Queen Street, Glasgow G1 3DX  
Telephone: 0141 225 8037 / Email: [info@street-papers.org](mailto:info@street-papers.org)

This is an unpaid internship. A small stipend may be offered.