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## Prospect Research Intern

**Background:** Nonviolent Peaceforce is a global non-profit organization. We protect civilians in violent conflicts through unarmed strategies. We build peace side by side with local communities. We advocate for the wider adoption of these approaches to safeguard human lives and dignity. Current programs are based in Myanmar, Philippines, Iraq and South Sudan.

**Job Summary:** Assist Nonviolent Peaceforce to identify prospective major donors by conducting prospect research. Help development officers to build meaningful relationships with current and prospective major donors by preparing donor profiles for meetings. Position includes online research and data entry. Training provided.

### Responsibilities:

- Research, verify and analyze biographical, financial, and philanthropic information on individual prospects using the internet and prospect research database.
- Identify specific information requested
- Enter information in Nonviolent Peaceforce database
- Other duties as assigned

### Required Qualifications:

- Ability to follow ethical standards, use discretion to deal with confidential and sensitive information
- Experience and ability in internet web searches
- Good writing skills
- Attention to detail
- Able to follow written and verbal directions well, able to work autonomously
- Ability to focus while in close proximity to others
- Commitment to work cooperatively and grow personally
- Commitment to the mission of Nonviolent Peaceforce

### Helpful Qualities:

- Enjoy detective work and mystery: patience, persistence, ambiguity and a sense of humor
- Fund raising experience
- Able to learn from successes and mistakes

### NP's Commitment:

- Training
- Supervision

**Experiences Offered:**

- High-level fundraising skills
- Work with and contribute to an international human rights nonprofit organization
- Belong to a community committed to learning and growing together
- Work in a professional atmosphere
- College credit may be available through intern's school

Please apply by emailing Liesl Spitz at [info@nonviolentpeaceforce.org](mailto:info@nonviolentpeaceforce.org). Applications will be accepted on a rolling basis.