

National Human Trafficking and Disabilities Working Group (NHTDWG)

Fundraising and Capacity Building Intern (Spring/Summer 2022)



About NHTDWG:

The mission of the National Human Trafficking & Disabilities Working Group (NHTDWG) is a collective of 50+ anti-human trafficking and disability professionals, organizations, advocates, and allies, committed to advancing the intersection of anti-trafficking and disability through research, policy, education, and capacity building. Its mission is to promote a survivor-centered, collaborative approach steeped in disability and racial justice for the prevention of trafficking of people with disabilities and Deaf individuals and ensure an accessible and appropriate response to survivors.

NHTDWG's values are focused on:

- Centering survivors of trafficking and people with disabilities
- Racial Justice/Disability Justice
- Intersectional Collaboration
- Advocacy for Action

The International Organization for Adolescents (IOFA) is the host organization for the working group. IOFA is an independent, non-partisan, international organization with 501(c)(3) status in the United States. IOFA was founded in 1999 by Columbia University Mailman School of Public Health Students in response to a gap in programs and services for adolescents worldwide.

IOFA was the first organization dedicated to addressing the trafficking of children and youth in the United States. Since its inception, IOFA has worked to end the trafficking and exploitation of young people across 5 continents and in more than 23 countries.

Job Description & Responsibilities:

National Human Trafficking and Disabilities Working Group (NHTDWG) is seeking an enthusiastic individual to join our team as a Fundraising and Capacity Building Intern. As a non-profit, our working group heavily relies on funding from government and private entities. In your role as an intern, you'll be an integral part of our fundraising team and assist in sustaining the longevity of the working group. This internship opportunity is fully remote, however candidates should expect to work during Central Time office hours.

Time commitment: Part-time. Spring interns are expected to start in January and commit 10-20 hours a week for a minimum of 12 weeks. Summer internships start in May/June.

Duties / Responsibilities include:

- Research and identify funding opportunities, including government and private grants. Establish knowledge of grant criteria and application requirements.
- Together with a grant writer, assist in drafting grant proposals, supporting materials and other documentation needed.
- Create and maintain a calendar of fundraising opportunities and deadlines. Ensure grant deadlines are met, keep track of grant applications and follow up with proposals as needed.
- Assist in developing an annual project plan for fundraising objectives, goals and activities for the year and help executing the plan.
- Actively develop funding strategies and look for new ways to raise funds to support NHTDWG initiatives, such as speaker honoraria, conference opportunities, and research efforts. Develop strategies to fund accessible platforms, including closed-captioning, interpreters, etc.
- Establish partnerships with similarly aligned organizations, working groups, and coalitions that NHTDWG can collaborate with.
- Report updates to the NHTDWG general body at each quarterly general meeting.
- Other duties assigned based on the needs of the working group and interest of the intern.
- Interns will have the opportunity to attend NHTDWG steering committee and general meetings, as well as member education sessions and other trainings.

Qualifications:

- Experience in either the disability and/or anti-trafficking fields preferred.
- Fundraising experience, and knowledge of applying for funding for a non-profit preferred but not required.
- High competence in written and verbal communication skills.
- Independent self-starter, strong attention to detail and ability to follow deadlines.
- At least a bachelor's degree in business, human rights, social work, sociology, disabilities studies, or a related field
- Ideal candidate is either currently enrolled in or a recent graduate with a master's degree in finance, business, non-profit management, human rights, social work, sociology, disabilities studies, or a related field. Exceptional candidates with a bachelor's degree or lived experience may also be considered.

- The goal of NHTDWG is to amplify the voices and center the lived experiences of survivors with disabilities. Survivors and persons with disabilities are strongly encouraged to apply.

Please note that our internships are unpaid. Current students may be able to secure academic credit through their universities, check with your school to confirm.

To apply: Please send your resume and cover letter to nhtdgw@iofa.org. In your cover letter, please specify your availability for the internship and earliest possible start date. Applications will be considered on an ongoing basis until the position is filled.