



Princeton  
Internships in  
Civic  
Service

## **PICS 2010 Internship Description**

**Organization Name:** Friends of the World Food Program (Friends of WFP)

**Internship Location:** Washington, DC

**Required Dates:** Yes No  exact start/end dates are flexible

**Housing Will Be Available to Intern:** Yes  No  If yes, housing will be free:  or housing will cost the student:

### **Expected working schedule for this internship:**

Start Time: 9 am                      End Time: 5 pm  
Lunch break: 30 mins (duration)      flexible

**Additional Information**, if necessary:

### **Organization Description**

*Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.*

Friends of WFP is a U.S.-based, nonprofit, nonpartisan organization that focuses on building support in the United States for the United Nations World Food Program (WFP) and other hunger relief operations. Friends of WFP unites organizations and individuals committed to solving world hunger. Our education, advocacy and fundraising efforts in the United States support WFP's life-saving global food assistance and development programs. Our office is located in Washington, DC, and we have approximately 22 staff and a budget of \$19 million.

Friends of WFP has a small, hardworking staff that is committed to sending as much funding as possible to WFP to support its efforts in the field to feed the hungry. Friends of WFP therefore relies on the support of seasonal interns to leverage the work of its full time staff. The Development (Fundraising) team has benefitted greatly in the past from the creativity and enthusiasm of interns to support the ongoing work of the department and also bring fresh ideas and a new perspective to improving processes and procedures. The team has also valued the extra capacity gained by having an intern to help us react quickly to unexpected events, such as natural disasters in the developing world, and changing priorities due to funding shortfalls or other crises that are the nature of the work of WFP.

Princeton Internships in Civic Service is administered by the  
Princeton University Class of 1969 Community Service Fund.

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### **Internship Description**

*Describe in detail the work or project the intern will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.*

This internship provides an opportunity to gain valuable experience with a fast-paced nonprofit organization, gain knowledge of the work of the World Food Program and international hunger issues, and learn the fundamentals of fundraising from individuals, corporations and foundations. Specific duties include:

- Support the organization's online giving and social networking presence;
- Conduct research for donor appeals, letters and project updates;
- Research major individual and corporate donors;
- Support volunteer fundraisers and related projects;
- Provide support for corporate and foundation fundraising efforts, including researching viable prospects;
- Provide major donor support including preparing weekly gift reports;
- Provide support for conference calls and in person meetings;
- Provide phone support to donors; and
- Carry out special projects and other duties as assigned, such as preparing appeal mailings, informational packets, mailing lists, etc.

For any student with an interest in the non-profit sector, an understanding of fundraising provides a tremendous building block for his/her success. Fundraising is an essential component of every non-profit organization, and developing skills in this area can be translated into many other facets of non-profit work. Working at Friends of WFP offers exposure to the work of the United Nations World Food Program while working for a U.S. – based charity.

### **Intern Qualifications**

*Describe any particular skills, background, or qualities you are seeking in an intern.*

- Strong computer skills in Microsoft Office applications;
- Excellent written, verbal and organizational skills;
- Excellent communications skills, including a good phone demeanor;
- Ability to organize time and work independently, follow directions and complete tasks in an effective manner;
- Interest in learning the fundamentals of fundraising; and
- Interest in humanitarian aid/international development and the issue of hunger.

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