



535 16<sup>th</sup> Street, Suite 605  
Denver, CO 80202 USA

**Build** Disaster-Resistant Buildings  
**Change** Construction Practice Permanently

### **WORK FOR AN AWARD-WINNING NON-PROFIT SOCIAL ENTERPRISE**

Position Title: Database and Administrative Intern  
Industry: Non-profit/International Development  
Function: Fund Development and Administration  
Employer: Build Change  
Location: Denver  
Start Date: Immediate  
Terms: 8-10 week Internship; no compensation

### **ORGANIZATION DESCRIPTION**

Founded in 2004, Build Change is a non-profit social enterprise whose mission is to save lives in earthquakes and hurricanes. Build Change designs safe buildings, trains homeowners, builders, engineers and government officials to build them, works with governments to develop and implement building standards, partners with the private sector to improve building materials quality and create jobs, and facilitates access to incentive-based capital for reconstruction and retrofitting by partnering with financing institutions and government subsidy programs. Build Change started its work in Aceh, Indonesia, after the 2004 earthquake and tsunami, and has since expanded to include programs in China, Haiti, Colombia, Guatemala, Nepal, and the Philippines. Build Change has trained more than 23,000 people on earthquake-resistant design and construction techniques, and has provided technical assistance for more than 47,000 safer homes, impacting an estimated 245,000 people.

### **POSITION DESCRIPTION**

For the position of Database and Administrative Intern, Build Change is seeking a motivated individual who is passionate about international development and non-profit work. The ideal candidate will have strong organizational skills, an attention to detail, experience living or working in an emerging nation, proficient computer skills, and a professional but friendly demeanor.

We foresee the person in this position will achieve the following Learning Objectives:

- Learn about the work of international humanitarian and development organizations
- Further understanding of how an international organization operates, particularly in fund and partnership development
- Expand knowledge by working in collaborative working environment
- Gain experience with various CRM platforms

This position reports to the Fund Development Officer, with frequent interaction with Build Change headquarters staff.

### **Responsibilities:**

*Responsibilities will vary based on start date and current needs of Build Change. Likely responsibilities include:*

- Support the Fund Development team in updating records and notes in Salesforce and other databases



- Conduct thorough assessment of current contacts, and recommend alterations to records to improve database
- Ensure donation records are up-to-date
- Create groups and other lists in Salsa database to improve email/mail segmentation

**Qualifications:**

- Undergraduate or graduate student studying one of the following:
  - International Development/Relations/Studies
  - Nonprofit Management
  - Social Enterprise Development
  - Social Work
  - Business
  - Corporate Social Responsibility
  - Similar related fields
- Able to commit to a minimum of 10 hours/week at the Build Change HQ in Denver, CO for 8-10 weeks
- Passion for international non-profit work and a thorough understanding of Build Change's mission
- Proficiency in Microsoft Office suite, particularly Excel
- Professional demeanor in person and in writing
- Strong attention to detail
- Keen ability to analyze and synthesize data
- Experience with donor databases and/or Salesforce a plus
- Experience living or working in an emerging nation a plus

**To Apply:**

Please answer these questions in no more than 250 words and submit your resume to Kiki Fornito at [kiki@buildchange.org](mailto:kiki@buildchange.org)

1. Why do you want to intern at Build Change?
2. What makes you the best candidate for this internship opportunity?
3. How will this internship support your long-term career goals?
4. Describe a personal achievement, not from your academic work, outlining what it involved and how you benefited from it.