

**Fields:** NGO, Development  
**Name:** GiveIndia  
**Location:** Mumbai  
**Name of Positions:** Intern

**Brief Description of Organization:**

GiveIndia is an online philanthropy marketplace that allows donors to choose a cause of their choice from 250+ non-profits from India. All non-profits on the GiveIndia platform have been scrutinized for transparency & credibility. GiveIndia provides a feedback report on each donation made. More than 90% of the contribution reaches the non-profit (as against the average of 60-80% for the non-profit sector).

GiveIndia has channeled more than USD \$25 million since its inception in 1999, impacting more than a million lives across India. GiveIndia has more than 250,000 donors and partners with more than 100 companies for its flagship Payroll Giving Programme, besides working with HNI donors and using the online medium aggressively.

**Information specific to the internship:**

**Primary Responsibilities**

Each internship is an opportunity to conceptualise and execute a pilot project for GiveIndia. During the internship, the candidate will work directly under one of the SBU Heads in tackling a key issue, proving/disproving a hypothesis, strategizing and planning an approach and finally executing to observe the outcome and make tweaks in the execution plan before launching a new programme for that SBU.

Ideally over the first week, the candidate will gain a full understanding of the task at hand through interviews with various stakeholders internally and externally. Over the next week, the candidate will then come up with a plan of action to execute the idea / a plan to resolve the issue. Over the next 4-6 weeks, the candidate will work to execute the idea and get buy-in / support for it both internally and externally. The execution might need quick and regular tweaking and development along the way, observing the results and continuously improving the idea. At the end, the candidate will prepare a short presentation of findings and future course of action to be implemented at GiveIndia.

The chosen candidate will report to the head of the SBU under which he/she works, and will interact with the CEO and have access to at least one Board Member of GiveIndia as well. SBU Heads are the senior management of the Foundation.

Examples of pilot projects that could be done:

1. Improve our donation product in the online medium to improve conversions on the website
2. Research various gifting options to come up with a Gift Card product for the GiveIndia site.
3. Research papers in broad thematic areas of Children, Education, Health, and Livelihoods, highlighting the lay of the land, and address issues related to one particular sub-cause. The role would include liaising with several NGOs & experts in the field to present & compare various active models at work.
4. Help GiveIndia prepare for ISO 9001:2008 compliance by mapping existing process maps, finding improvement areas and suggesting recommendations to help meet the gap.

**Qualifications:**

We expect interns to have very good English communications skills - both written and oral.

**Schedule:**

Flexible start and end dates between May and August 2012, internship duration typically a minimum of 2 months (8 weeks).

**Stipend / Assistance:**

GiveIndia offers Rs. 15,000 per month for interns. We will assign a 'buddy' to each intern who will help to assimilate the intern within the organization/city/country.

**Apply through:**

Karuna ([careers@giveindia.org](mailto:careers@giveindia.org))

**Website:** [www.GiveIndia.org](http://www.GiveIndia.org)