



**International Emergency and Development Aid (IEDA Relief) Inc.**

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International Emergency and Development Aid (IEDA Relief) is a Not-for-Profit organization, 501(c)3 Tax-exempt Headquartered in Houston, Texas, USA with office in Brussels, Belgium (IEDA Relief Belgium) and global operations in few countries around the globe providing Humanitarian/Relief and Development Services. IEDA Relief is an emerging organization committed to taking the most effective, flexible and innovative approaches to Humanitarian and development work. Our mission is to alleviate the suffering of vulnerable people tackling the underlying causes of poverty so that they can become self-sufficient and achieve their full potential. Since 2008, IEDA Relief has worked in 12 countries with an \$80M investment over 260 projects helping people as they transition to longer-term development. Our staff focus on marginalized people, as well as internally displaced persons and refugees. We have facilitated and delivered the key components of support and coupled activities with community capacity building to develop a local voice, ownership, and technical capability for communities to support their transition to longer-term sustainability. Why IEDA Relief? We know communities – we do not just say it, we practice it. We are working intimately with communities from Day One. For us, it does not make sense to work in communities without understanding them and learning from them – their people, their needs, what drives them, social structures, cultural practices, and interactions. When the situation calls, we work quickly so that we do not lose time further down the road when problems arise. During this worldwide Pandemic of Covid-19, IEDA Relief picked up the call and is responding to feeding the 1<sup>st</sup> Responders by raising funds and receiving in-kind donations.

## Be a Part of the IEDA Relief Team!

Globally, volunteers and interns (many of which are locally recruited) play a vital role in IEDA Relief's programs and operations. Volunteers and interns from diverse backgrounds dedicate their time and skills to work directly with program beneficiaries, develop IEDA Relief's organizational capacities, help with IEDA Relief events and fundraisers, and take part in emergency response missions in the critical days and months following a conflict or natural disaster.

IEDA Relief actively recruits volunteers and interns for specific postings (see below), and also accepts applications on a rolling basis. Prospective interns must be currently enrolled in or recent graduates of an undergraduate or graduate educational institution; internships are generally unpaid unless special arrangements are made with your academic institution.

View the opportunities posted below for specific internships and volunteer openings.

**Depending on the needs of the office and an individual's level of experience, examples of volunteer/intern duties include:**

- Short- and long-term program assistance to educate, mentor, and otherwise provide support to refugees, asylum seekers, immigrants and other vulnerable populations of all ages
- Assisting IEDA Relief staff with program data entry, monitoring and evaluation, reporting/translation and website updates
- Assisting with IEDA Relief events, (social) media campaigns, and fundraisers
- Conducting research and producing proposals regarding potential new IEDA Relief programs and/or solutions to help meet organizational objectives
- Providing specific skills and/or expertise in finance, marketing and media, HR, emergency management, IT, or other areas of specialization to add to IEDA Relief's programs and organizational capabilities

[Apply Today!](#)

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If you are interested in becoming an IEDA Relief volunteer or intern, please email your resume/CV to [volunteer@iedarelief.org](mailto:volunteer@iedarelief.org). Please note only applicants that state their availability will be considered. In the subject line of your email, specify the position you are applying to and the location where you want to serve.

## Fundraiser Job Description

Fundraisers are responsible to organize activities to raise funds or otherwise solicit and gather monetary donations or other gifts for the agency. Design and produce promotional materials. Raise awareness of the agency's work, goals, and financial needs. Plans, along with the social media coordinator, fundraising programs for the agency.

### Duties and Tasks

1. Develop corporate fundraising programs, such as employer gift-matching; Monitor progress of fundraising drives
2. Develop and maintain media contact lists; Identify and build relationships with potential donors
3. Develop strategies to encourage new or increased contributions
4. Recruit sponsors, participants, or volunteers for fundraising events; Secure commitments of participation or donation from individuals or corporate donors
5. Create or update donor databases by writing, telephoning or visiting potential donors and contributors
6. Establish fundraising or participation goals for special events or specified time periods
7. Explain the tax advantages of contributions to potential donors
8. Monitor budgets, expense reports, or other financial data for fundraising organizations
9. Attend community events, meetings, or conferences to promote organization goals or solicit donations or sponsorships.
10. Design or produce materials such as posters, Websites, or newsletters to promote, market, or advertise fundraising events
11. Develop or implement fundraising activities, such as annual giving campaigns or direct mail programs
12. Plan and direct special events for fundraising, such as silent auctions, dances, golf events, or walks
13. Solicit cash or in-kind donations or sponsorships from individual, business or government donors.
14. Conduct research to identify the goals, net worth, history of charitable donations, or other data related to potential donors, potential investors, or general donor markets
15. \*The agency reserves the right to add or change duties at any time.

### Qualifications

High school diploma or equivalent with 1-2 years of related experience

### Skills

- Excellent verbal and written communication
- Active listening
- Social perceptiveness
- Persuasion
- Service orientation
- Coordination

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