

Internship Opportunity: Research, Fundraising & Organizational Development

Organization: Ujjwal Foundation

Location: Remote / Hybrid

Duration: 2–3 months (flexible)

Start Date: Immediate / As per availability

About Ujjwal Foundation

Ujjwal Foundation is a development-oriented organization committed to advancing evidence-based interventions, social research, and community-driven initiatives. The organization works across sectors such as health, education, and social equity, aiming to generate impactful and scalable solutions.

Internship Overview

We are seeking motivated and detail-oriented interns to support key organizational functions, including developing institutional reports, assisting in fundraising efforts, and contributing to research activities. This internship offers hands-on exposure to the development sector and an opportunity to work closely with experienced professionals.

Key Responsibilities

- Support the preparation of organizational reports, concept notes, and documentation
- Assist in identifying and mining funding opportunities/fundraising
- Assist in collating information to draft research/grant proposals
- Conduct literature reviews and background research for ongoing projects
- Contribute to data collection, analysis, and synthesis of findings
- Assist in preparing presentations, briefs, and donor communication materials
- Support coordination and communication tasks as needed

Eligibility Criteria

- Recent graduates or students pursuing post graduation in Social Sciences, Development Studies, Public Policy, Public Health, or related fields
- Basic to intermediate writing, research, and analytical skills
- Working knowledge with MS Office (Word, Excel, PowerPoint); knowledge of data tools is an advantage
- Interest in fundraising, social impact, and nonprofit work
- Interest in the development sector and evidence-based policy work
- Ability to work independently and meet deadlines

What You Will Gain

- Practical experience in research, fundraising, and organizational development
- Exposure to real-world development projects and policy-relevant work
- Mentorship and guidance from experienced professionals
- Certificate of completion (and letter of recommendation based on performance)

How to Apply

Interested candidates may send their CV and a brief statement of interest to info@ujjwalfoundation.in with the subject line: “*Internship Application – Ujjwal Foundation*”.

Application Deadline: Rolling basis