



Development and

Alumni Relations Division

## **Job Description: Development and Alumni Relations Graduate Intern (Bachelor's Degree)**

Position: Alumni and Donor Relations Trainee – two positions available

Division: Development and Alumni Relations

Location: Stellenbosch University, Stellenbosch

Duration: 24 months (January 2025 – December 2026)

Reports to: Operations Project Manager

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### **About the Division**

Stellenbosch University's Development and Alumni Relations (DAR) Division builds relationships, creates awareness, and generates support for the institution's academic, research, and community vision. By putting donors at the centre of our efforts, we secure private philanthropic donations to enable student access and success, promote social justice and impact, advance groundbreaking interdisciplinary research, and provide world-class infrastructure. Our work supports the future success of Stellenbosch University by fostering an environment where meaningful change and progress are achieved through private funding and philanthropic support.

### **About the Role**

We encourage enthusiastic recent graduates with a completed bachelor's degree to apply to join our DAR Talent Development Programme, a 24-month rotational internship funded by the Education, Development, and Training SETA.

This programme is designed to provide recent graduates with hands-on experience in institutional fundraising, alumni engagement, content creation, events, and communications, while also diversifying the pool of advancement candidates and building a pipeline of skilled professionals in the sector.

Through practical exposure in key areas such as donor development, events, alumni engagement, and development services, interns will gain essential skills for a career in higher education advancement or the non-profit sector.

## **Internship Overview**

The DAR Talent Development Programme offers a full-time, two-year internship. Interns will rotate through various teams, gaining practical experience in at least two of the following areas:

- Alumni Engagement
- Donor Development
- Fundraising
- Events
- Communications
- Donor Relations
- Development Services

The aim of this programme is to provide a well-rounded understanding of higher education advancement and its critical role in supporting the university's mission. Each intern will be assigned a mentor, receive on-the-job training, and access professional development opportunities, including networking events and online training resources.

## **Key Responsibilities**

- Donor Development: Assist with donor research, campaigns planning and communication, and internal meetings with faculties, residences, clubs and fundraisers.
- Events: Support event planning, logistics, and on-site coordination.
- Alumni Engagement: Help maintain the alumni database and assist in outreach initiatives.
- Communication and Development Services: Contribute to content creation, production planning, data management, gift processing, and donor acknowledgment.

## Requirements

- A completed Bachelor's degree in any relevant field (for example but not limited to Economics and finance, Journalism, Communications, Marketing etc) is essential.
- Strong organisational and communication skills.
- A proactive mindset, eagerness to learn and apply, and team player orientation.

## What We Offer

- A structured rotational programme providing hands-on exposure across different areas of advancement.
- Mentorship, on-the-job training, and access to professional development opportunities.
- Practical experience in fundraising, alumni relations, and event coordination, equipping you for a career in higher education or the non-profit sector.

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**Note: These positions are funded by the Education, Development, and Training SETA from 01 January 2025 to 31 December 2026.**

**This is a unique opportunity to develop skills, contribute meaningfully to Stellenbosch University's mission, and kickstart a rewarding career in the fundraising and stakeholder management.**