



Internship Profile – Partnerships and new initiatives Direction

Context

The Alliance for Responsible Mining (ARM) is a globally recognized leader and pioneer in responsible artisanal and small-scale mining (ASM). Since 2004, ARM has worked with a worldwide network of experts and partners for the sustainable development of ASM. We are legally incorporated in Colombia as an independent and non-profit organization, with projects based in Africa and Latin America.

ARM projects cover a wide range of countries. ARM has worked in 16 countries in Latin America (Colombia, Ecuador, Peru, Bolivia, and Brazil), Africa (Cameroon, Senegal, Mali, Burkina Faso, Gabon, Uganda, Rwanda, Congo, Gabon and Kenya) and Asia (Mongolia). We have supported around 100 mining organizations through our specific methodology based on a holistic approach, in which the social and cultural aspects complement the technical one. Around 15,000 people have benefited directly and indirectly from our intervention, both miners and their community. We have developed and tested tools, processes and methodologies to ensure quality interventions and to keep improving our outcomes.

We work with governments, multilaterals, regional networks, mining organizations, the industry and other national allies. Our mission focuses on setting standards for responsible ASM and transforming the sector through a holistic and bottom-up approach. We aim to help the ASM sector become a formalized, socially and environmentally sustainable, organized, and profitable business.

ARM has developed the Fairmined Standard and the CRAFT Code as instruments for connecting ASM organizations and producers to formal and more fair markets through their commitment to risk mitigation, formalization and the adoption of good mining practices (for more information about ARM, its standards and projects see: <http://www.responsiblemines.org/en/>).

In order to develop new initiatives and upscale our models, we are constantly looking for new opportunities.

Objective:

| Main objectives of the position | Specific objectives | Deliverables |
|----------------------------------|--|---|
| Research into prospective donors | Update a pipeline of prospective donors in Colombia, Peru, Ecuador, Bolivia, Honduras and Burkina Faso, as well as private foundations in the US and Europe. | A pipeline of potential donors that fit with the fundraising strategy and support the elaboration of successful proposals |



ALLIANCE FOR
RESPONSIBLE MINING

| | | |
|--|---|--|
| Participate in grants and tender identification through specific platforms and support proposal building. | 1. Identify new grants and tenders corresponding to ARM's expertise. 2. Support the drafting of proposals (annexes, countries' context, ARM track records, budget, presentation) | Tenders and grants analysis Participation in the elaboration of new proposals |
| Update a partnerships matrix | Update the partnerships matrix Organize meeting and collect information from the different departments of the organization | A partnerships matrix updated monthly |
| Reinforce the department information system by updating partners' database in the Customer Record Management System (CRM) | Ensure the updating of partners' contacts in the CRM system (Salesforce) | Transfer of all partners' contact |
| Update the projects and consultancies database | Updating of the proposals' database | A document with the latest updates on current projects and partners to enrich ARM's website. |
| Support the writing of ARM's methodologies in English and Spanish | Help systematize core methodologies in Spanish and English, that could be easily reused in further proposals | Files with ARM core methodologies in 2 languages |

Time requirements, Time frame:

- Full time
- 6 months – as soon as possible

Location: Alliance for Responsible Mining's Office in Envigado, Antioquia, Colombia (close to Medellin)

Personnel Requirements:

- Degree in Business Administration, international cooperation, or related area
- Excellent spoken and written English and Spanish language skills, French is a plus
- Good synthesis and writing skills
- Knowledge and experience in working with not-for-profit organizations
- Advanced computer skills (MS Office applications, including Word, Excel, and PowerPoint)
- Good communication skills and interest in artisanal mining

The Alliance for Responsible Mining Foundation, Registered Charity Number: S0001168
Tax ID Number (N.I.T.): 900225197. Company Reg. in Colombia T: +57 4 3324711
E-mail: arm@responsiblemines.org - www.responsiblemines.org



ALLIANCE FOR
RESPONSIBLE MINING

Tasks and assignments

All along his/her mission, the intern will support the unit in their daily tasks and will ensure a good communication and the sharing of knowledge. His/her commitment should reinforce the data systematization process and the information dissemination for the overall organization.

Our Offer:

- Space for learning. Throughout the internship, a referent will guide and supervise the intern's tasks, ensuring a good comprehension of the missions and monitoring of the activities.
- Young and multicultural team where the candidate can practice Spanish, French, English, German and Polish!
- A flexible and enjoyable work environment.
- The opportunity to innovate and put knowledge into practice for the benefit of the ARM's development and performance.
- ARM will provide all of the infrastructure, tools and materials necessary to undertake the activities and projects.
- The opportunity to work with modern, collaborative server technologies
- Contribute to a rewarding and meaningful initiative that seeks to promote and develop responsible artisanal mining and provide mining communities with the tools to enjoy and achieve an improved quality of life.

Rewards:

- 737.717 COP per month

Contact:

| | |
|--------------------|--|
| Responsible | Geraud Brunel, Partnerships and new initiatives director |
| e-mail | geraudbrunel@responsiblemines.org |
| Doc. | To send CV (in <u>Spanish or English</u>) and cover letter (in <u>English</u>) |
| Deadline | 27 th May, 2019 |

Please note that only the short-listed candidates will be contacted. Thank you.