

Terms of Reference

Business Development Intern 1 October 2026 to 31 March 2027

Background

Save the Children Thailand's Business Development (BD) team is responsible for building strategic relationships with institutional donors, corporations and philanthropists to advance child rights and well-being. We have recently onboarded a new CRM (customer relationship management) system and need dedicated support to maintain accurate and up-to-date records is critical for effective donor management and strategic decision-making. The intern will play a key role in supporting the Business Development team by:

Objectives and Deliverables

Deliverable per the following objectives:

Objectives	Key Actions	Deliverables
CRM Management Donor Engagement Tracking	- Maintain and update CRM records on an ongoing basis. - Record and monitor donor interactions, meetings, and follow-up actions in CRM. - Assist in preparing engagement summaries for the team.	1 October 2026 to 31 March 2027
Desk Research on Donors and Prospects	- Conduct online research to gather information on potential corporate partners and philanthropists. - Compile profiles and summaries to support donor cultivation strategies.	1 October 2026 to 31 March 2027
BD Team Support	- Provide administrative and data-related support to the entire Business Development team. - Assist with documentation related to donor engagement.	

Management

This position will report to Corporate Partnership and Philanthropy Manager

Time frame

1 October 2026 to 31 March 2027 (minimum 20 to maximum 25 working days/months)

Payment

Daily rate of **400 baht** for each day of work. Payment will be made upon the receipt of an invoice for actual working days or lump sum paid from the intern upon the completion of the contract period.

Qualification:

1. Bachelor's Degree in Arts, Business Administration, Social Science or related fields.
2. Good working knowledge in English and Thai.
3. Good computer skills (MS Office)