

Asia Society Intern Opportunity

Location: New York
Position: Individual Giving & Research Intern
Posted: 2/3/12

Purpose:

To assist development team with projects and research aimed at improving and supporting current cultivation and fundraising efforts for major gifts, membership and individual giving.

Responsibilities:

- Compile and edit comprehensive prospect/donor lists.
- Assist in updating and entering donor information into Raiser's Edge database.
- Participate in creation of new membership brochures.
- Research on potential funding prospects.
- Provide support as needed for cultivation events such as exhibition openings and receptions.
- Overall logistical and administrative assistance for a dynamic team, with the opportunity to grow and learn in the field of non-profit development.

Requirements:

- Exceptional communication skills, verbal and written.
- Diligent attention to detail; ability to multitask effectively in a fast-paced environment.
- Outstanding computer skills:
 - o MS Word, MS Excel, MS Outlook, MS PowerPoint
- Strong research skills; ability to analyze and disseminate information in a useful way.
- Interest in Asia and US-Asia relations across sectors (arts, policy, education, business).
- Desire to learn more about non-profit development and fundraising.
- Familiarity with donor databases (i.e., Raiser's Edge) a plus, but not required.
- Positive attitude and willingness to help out where needed.
- Minimum 20-hour commitment per week. Occasional evenings required.

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New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.asiasociety.org

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How to apply:

For positions in New York, please email your cover letter and resume to: kcarroll@asiasociety.org. Indicate intern title and your name in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back. This internship is unpaid.

Asia Society is an equal-opportunity employer.

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