

Asia Society Intern Opportunity

Location: New York

Department: External Affairs

Period of Internship: Fall 2017

Announcement:

Asia Society is the leading educational organization dedicated to promoting mutual understanding and strengthening partnerships among peoples, leaders, and institutions of Asia and the United States in a global context. Across the fields of arts, business, culture, education, and policy, Asia Society provides insight, generates ideas, and promotes collaboration to address present challenges and create a shared future.

The External Affairs Department seeks a graduate student or recent graduate intern for the Fall of 2017 with demonstrated interest in Asia, including in at least one of Asia Society's pillars of policy and arts and culture. The intern will learn to conduct critical research to support partnerships with the largest global Foundation donors and with U.S. Government funding agencies. The internship is unpaid, and will be approximately 16 hours a week (days negotiable).

During this internship, you will be exposed to and learn how to:

- Research and identify top institutional prospects (Foundation and Government) best aligning with Asia Society mission and initiatives
- Support preparation of briefs/summaries on institutional prospects for Asia Society staff and leadership
- Support comprehensive prospect analysis detailing alignment, risk/opportunities of institutions researched
- Assist in creating proposals, reports and other collaterals
- Support stewardship of current funding partners
- Assist other ongoing work and new tasks as need arises. (donor base, invitations, other types of support)

Education /prior experience most suited for this internship:

- Current graduate student, or recent graduate
- Interest in the mission and work of the Asia Society. Knowledge and understanding of political and cultural environment of Asia highly preferable.
- Interest in partnership development and fundraising
- Excellent analytical, research, and writing skills
- Excellent attention to detail
- Good time management skills; ability to work independently
- Proficient in Microsoft Office, Windows
- Native or full professional proficiency in English

How To Apply:

Please email your cover letter and resume to Eugenia Gabelia at egabelia@asiasociety.org with the subject line: EXTERNAL AFFAIRS INTERNSHIP APPLICATION. No phone calls, please. Only candidates considered for an interview will be contacted.



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