**Asia Society Intern Opportunity**

**Location:** New York

**Department:** External Affairs

**Period of Internship:** Spring 2017 Semester

**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 is seeking a graduate student or recent graduate intern for the Spring 2017 Semester with demonstrated interest in Asia, including knowledge in minimally one of Asia Society’s pillars of policy, arts and culture, and education. 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). Start date is estimated for mid January 2017.

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 prospective partners for internal leadership and requiring complex research and analysis
* Support relationship cultivation and outreach for current and prospective funding partners through events and similar cultivation opportunities
* Support grant database, including logging development activities
* Support administrative functions are a critical part of partnership expansion and stewardship

**Education /prior experience most suited for this internship:**

* Current graduate student, or recent graduate
* Interest in the mission and work of the Asia Society
* 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.