

Asia Society Intern Opportunity

Location: New York

Department: External Affairs

Period of Internship: Fall 2015 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 intern for the spring 2015 semester with demonstrated interest in Asia, including in at least one of Asia Society's three pillars of policy, education, and arts and culture. The intern will learn to conduct critical research to support partnerships with the largest institutional donors in the U.S. (Foundations and Corporations) and with government donors globally. 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 against established criteria.
- Develop comprehensive prospect analysis detailing alignment, risk/opportunities of institutions researched. Tier prospects based on findings: mission/program alignment; prospect priorities, giving history, capacity, and relationships.
- Prepare briefs/summaries on findings for Asia Society staff and leadership.
- Support development of draft account plans for top identified prospects

Education /prior experience most suited for this internship:

- Currently enrolled in Graduate School
- Interest in the mission and work of the Asia Society
- Interest in partnership development and fundraising.
- Excellent analytical, research, and writing skills
- 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 Cameron Cain at ccain@asiasociety.org.

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