

Asia Society Internship Opportunity

Location: San Francisco (Asia Society Northern California)

Position: Marketing & Fundraising

Purpose:

The Asia Society's Northern California (ASNC) center is seeking interns with an interest in Asia and Asian American issues/culture, non-profit development, and fundraising. This is an exciting opportunity for selected interns to gain hands-on experience in non-profit management and development while learning about social, political, and cultural issues in contemporary Asia.

Responsibilities:

Interns will work directly with the Development team, and will assist with all aspects of fundraising and development, including:

- Researching prospective corporate members, individual donors and foundations, and providing logistical support at donor cultivation events
- Providing assistance with communications and marketing activities, including the layout/design of development marketing materials, and drafting and editing of donor correspondences, solicitations, and campaign letters
- Updating donor databases and contributing to proposal development
- Assisting with office administration

Requirements:

College juniors/seniors, recent graduates, and graduate students in Asian and Asian American studies, business, international affairs, journalism, history, political science or related fields preferred. Applicants should also express the following skills and experience:

- Strong interest in development and fundraising in the non-profit sector
- Knowledge of or experience working on a variety of social, cultural, economic, and political issues related to Asia, U.S.-Asia relations, and Asian Americans
- Solid research, writing, and editing skills
- Excellent attention to detail
- Reliable self-starter and problem-solver who is able to work independently to meet tight deadlines
- Flexibility and ability to multi-task in fast-paced, entrepreneurial environment
- Knowledge of the Adobe Creative Suite (especially InDesign and Photoshop) a strong plus

Schedule:

We are seeking interns to start immediately. Internships are *unpaid* positions. Candidates are required to commit to a minimum of 12 weeks and at least 16 hours a week; availability twice a month for events may be requested. For applicants not able to meet these conditions, we may have program-specific volunteer opportunities.

How to Apply:

E-mail, in a **single PDF or Word file**, with the subject line "ASNC Internship—Development": **1)** a cover letter, indicating your interest and qualifications for the position and the days and hours you are available to work and **2)** a resume. E-mails should be sent to ABush@asiasociety.org. **Incomplete applications will not be considered.** Due to the large volume of applications we receive, we are only able to contact those candidates selected for interviews. **No phone calls, please.** Positions are open until filled.

Asia Society Northern California
500 Washington Street, Suite 350
San Francisco, CA 94118