

Asia Society Intern Opportunity

Location: San Francisco, CA
Department: Fundraising & Development
Period of Internship:

Asia Society Northern California is currently recruiting an intern for Winter 2015. Candidates are required to commit to a minimum of 12 weeks and at least 16 hours a week; availability twice a month for after-hour events may be requested. For applicants not able to meet these conditions, we may have program-specific volunteer opportunities.

Announcement:

The Asia Society's Northern California center (ASNC) is seeking applicants for the position of Institutional Partnerships Intern. Candidates should have an interest in the Asia-Pacific region, Asian-American issues, business and non-profit organization management. This is an unpaid position. No experience necessary, but business, communications, marketing, international relations, political science, or other related fields of study preferred.

The Institutional Partnerships Intern will support the Corporate Development Officer by assisting with all aspects of fundraising and development, specifically as it relates to institutional donors and prospects, including prospect research; drafting solicitation and thank you letters, proposals, and impact reports; researching and creating profiles of corporations and foundations; researching trends and news in the non-profit or philanthropy space; assisting with marketing materials catered to a corporate or foundation audience; tracking donor communications in Raiser's Edge and in hard files, and other tasks as assigned.

Education /prior experience most suited for this internship:

- A Bachelor's degree or currently working toward one
- Strong strategic and analytical skills
- Superior verbal and written communication skills

How To Apply:

E-mail, in a single PDF or Word file, with the subject line "ASNC Institutional Partnerships Internship, Winter 2015": 1) a cover letter, indicating your interest and qualifications for the position and the days and hours you are available to work; 2) a resume and 3) a short writing sample (2-4 pg. max) 4) at least two references (email and phone numbers are fine) to Makenna Nelson at mnelson@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.



HONG KONG
HOUSTON
LOS ANGELES
MANILA
MUMBAI
NEW YORK
SAN FRANCISCO
SEOUL
SHANGHAI
SYDNEY
WASHINGTON, D.C.

GLOBAL HEADQUARTERS
725 Park Avenue
New York, NY 10021-5088
Phone 212.288.6400
Fax 212.517.8315
www.AsiaSociety.org