

Council on Foreign Relations
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POSITION ANNOUNCEMENT

Title: Intern, Development

Location: New York Office

Pay rate: \$18.00/hr

Founded in 1921, the Council on Foreign Relations (CFR) is a leading nonprofit membership organization, research center, and publisher, with headquarters in New York, an office in Washington, DC, and programs nationwide. It is dedicated to increasing America's understanding of the world and contributing ideas to U.S. foreign policy. CFR's 5,000+ members are leaders in international affairs and foreign policy. CFR also publishes *Foreign Affairs*, the preeminent magazine on global issues, and provides up-to-date information about the world and U.S. foreign policy on its award-winning website, CFR.org.

CFR's Blavatnik and Robina Franklin Williams internships give selected interns the opportunity to receive training in the area of foreign policy; as well as skills training in areas such as writing, research, and program planning.

The Development department primarily coordinates and writes grant reports to several dozen CFR donors. The team is searching for an intern to support the work of the team through writing, reviewing, and proofreading several reports and tracking relevant information. The intern will also assist in donor prospecting efforts through various research projects.

The major responsibilities of this position will include (but are not limited to):

- Draft, review, and finalize grant reports to several major donors
- Assist with foundation and individual donor prospect research as requested from various departments
- Assist with editing and writing funding proposals, annual reports to donors, and donor correspondence
- Support the team with duties associated with the Annual Fund mailings, special events, and other Development projects as they arise
- Assist with the writing and research to update existing proposals for various CFR projects

Qualifications:

- Undergraduate student with a concentration in international relations, political science, nonprofit management, business, or a related field
- All applicants should have completed the equivalent of four semesters of college coursework (not including AP classes in high school) by the time they begin an internship)
- Previous experience in fundraising, alumni relations, nonprofit management, or foundation relations preferred
- Excellent research, writing, and communication skills
- Proficiency in Microsoft Office Suite, including Word, PowerPoint, and Excel; experience with databases is preferred
- Strong organizational skills and meticulous attention to detail

CFR's internships are funded by the generous gifts of the Blavatnik Family Foundation, Robina Foundation, and the Franklin Williams Family.

The Council on Foreign Relations (CFR) is committed to fostering a foreign policy community in the United States that is more representative of American society, recognizing that diverse backgrounds and perspectives contribute to broader, more informed participation in the foreign policy debate and lead to an enhanced understanding of the world and the United States' role therein. To that end, CFR is dedicated to continuing to advance diversity, equity, and inclusion (DEI) throughout its work and workplace by building a more diverse membership and staff, producing and dispensing thoughtful analysis on a broad range of foreign policy issues, and developing relevant, wide-reaching programming that also serves to expand the foreign policy talent pipeline to underrepresented populations.

The Council on Foreign Relations is an equal opportunity employer and actively seeks candidates from a diverse background.