

Council on Foreign Relations
1777 F Street NW, Washington, DC 20006
internships@cfr.org
www.cfr.org

POSITION ANNOUNCEMENT

Title: Intern, Corporate Member Relations

Location: Washington, DC Office or Remote

Pay rate: \$18.50/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 Corporate and CEO Programs team is the Council's primary point of contact with the private sector. The team enlists the business community's participation in and support of the Council's activities. Corporate members include nearly 200 U.S. and non-U.S. firms representing a wide range of business sectors, including financial services, law, manufacturing, consulting, technology, and media, amongst others. Each year the program hosts over 70 events in New York and Washington.

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

- Prepare materials for corporate and prospective member outreach meetings
- Monitor news, announcements, and executive movements across current members and prospect companies to identify engagement opportunities
- Research industry, sectors, and multinational companies that may be interested in joining the Corporate Program
- Support prospect pipeline management, including maintaining accurate records, tracking outreach activity, and assisting with follow-up correspondence
- Leverage AI tools to support prospecting research, including analyzing company publications to surface engagement opportunities, and cross-referencing executive and membership data to inform outreach strategy
- Participate in the administration of conferences and meetings, including logistical support

Qualifications:

- Undergraduate student majoring in business administration, economics, finance, international relations, political science, 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)
- Experience in a corporate environment and/or prior administrative experience preferred
- Excellent research, writing, and communication skills
- Database management skills highly preferred
- Proficiency in Microsoft Office Suite

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 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.