

Council on Foreign Relations
58 East 68 Street, New York, NY 10065
internships@cfr.org
www.cfr.org

POSITION ANNOUNCEMENT

Title: Intern, Development

Location: In person in New York Office

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.

CFR relies on charitable contributions from individual and institutional donors to help support its programs and launch new initiatives. Development's fundraising efforts include a \$10+ million Annual Fund program, a planned giving program, foundation grants, major gifts, and various endowment programs. The team is searching for an intern to support with foundation prospect research, strategizing approaches, and preparing brief materials.

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

- Assist with foundation prospect research (and with individual donor prospect research on an as needed basis)
- Assist with creating briefing materials for CFR president, chief development officer, fellows, and program staff for meetings with donors and prospects
- Support other Development projects and tasks as they arise

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, foundation prospect research, 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 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.