

Fellowship Intern (Spring 2017)

Position Description: The American India Foundation (AIF) is seeking a Fellowship Intern to provide a wide range of research, database and general support to AIF's Fellowship team in order to grow AIF's Alumni Engagement Strategy. Joining a dynamic team, this will be an opportunity to gain exposure to international development, philanthropy, and the day-to-day operations of a leading nonprofit organization with programs in Education, Public Health, and Livelihoods in India. The Fellowship Intern will be an integral member of the binational Fellowship team in New York and New Delhi during an exciting time of growth.

Location: New York

Department: Clinton Fellowship Program

Reports to: Program Officer, New York City

Hours, Start Date and Duration: Immediate start date. Schedule flexible within core business hours (9am - 6pm). Firm commitment of 20-25 hours per week for six to eight weeks. Compensation on an hourly basis (\$15/hour).

Responsibilities:

- Correspond with alumni and create alumni database
- Conduct research on alumni engagement opportunities
- Update key stakeholder records into Raiser's Edge
- Support events and other outreach activities
- Assist with program administration and expansion
- Other Fellowship projects and duties, as needed

Qualifications & Skills:

- Impeccable attention to detail; meticulous organizational skills
- Outstanding research skills, including using non-mainstream/non-traditional resources
- Advanced social media skills
- Tech savvy; prior experience in database management a plus
- Self-starter who is able to work with minimal supervision as part of a team
- Creative, eager to tackle a challenge in an entrepreneurial environment
- Ability to balance multiple priorities, projects, and tasks
- Demonstrated interest in development in India
- Experience in alumni affairs a plus
- Proficiency in Adobe Creative Cloud or similar software a plus

How to Apply:

Please submit as PDF document a letter of interest, resume, and three references by email to fellowship@aif.org, with the subject heading "2017 Spring Fellowship Intern." Due to the high volume of responses, we will only contact candidates selected for an interview.