



New York City Global Partners, Inc.  
2 United Nations Plaza, New York, NY 10017  
(212) 319-9300

## **INTERNSHIP PROGRAM**

### **DEVELOPMENT INTERNSHIP**

NYC Global Partners, Inc. is a City-affiliated non-profit organization housed in the New York City Mayor's Office for International Affairs. As the world's leading international city, New York engages in partnerships with cities around the world on a variety of issues. Global Partners has the ability to serve as a unique tool to convene representatives of other global cities around shared problems, showcasing the innovations being implemented here in New York and creating opportunities to learn from other cities.

The Development Intern will support the Global Partners Program Manager and the Global Partners Board of Directors in rebuilding an internationally-driven municipal non-profit after a political transition. Global Partners will provide an opportunity for the intern to play a significant role in fundraising and philanthropy and to become familiar with board member management, City government, and the day-to-day operations of a non-profit organization.

The Development Intern will support Global Partners staff in achieving the following goals:

- Develop an annual fundraising plan with specific goals to hire new staff and launch new programs.
- Conduct research on potential donors and strategic partners.
- Contribute to letters of inquiry, proposals, and grant writing efforts.
- Assist staff and the Board of Directors in planning donor events and other activities.
- Prepare budgets and reports for internal and external use.
- Provide current donors and grantors with periodic updates on programmatic activities.
- Assist with special projects as needed.

#### **Qualifications:**

- Strong writing abilities and research skills
- Prior experience with fundraising and philanthropy preferred
- Interest in working with non-profits and the intersection of international affairs and municipal government
- Must be results-oriented and have excellent planning and organizational skills
- Master's level applicants preferred

**Time Commitment:** Internships run on an academic calendar, with separate sessions for the fall, spring, and summer semesters. During the fall and spring, only a part-time commitment (a minimum of 15 hours

per week) is required. During the summer, we require a full-time commitment from our interns (Monday through Friday, 9:00 a.m. to 5:00 p.m.). Special consideration will be given to those interns who are able to work full-time in fall and spring semesters. All internships are unpaid. If interns would like to pursue course credit for their internship, they must coordinate all necessary approvals and documentation with their college or university.

**Application Instructions:** If interested, please send cover letter and resume to [nycglobalpartners@cityhall.nyc.gov](mailto:nycglobalpartners@cityhall.nyc.gov) with “Development Intern” in the subject line. Only applicants being considered will be contacted. Please do not call to inquire about the status of your application.

**For more information please visit our website:** <http://nyc.gov/globalpartners>