The McCain Institute for International Leadership seeks:

Development & Next Generation Leaders Program Intern

Based in Washington, DC, the McCain Institute for International Leadership at Arizona State University offers outstanding internship opportunities for college students, graduate students and recent graduates. Students interested in advancing character driven leadership, playing a role in finding solutions to the world’s most pressing humanitarian issues, and working to effect change in both domestic and foreign policy are encouraged to apply.

The McCain Institute’s flagship activity is its Next Generation Leaders (NGL) program, designed to identify, train, network and empower a diverse group of emerging, character-driven leaders, from the United States and around the world. The Institute is looking for one intern who will report to the Director of Development and the Senior Director and will help in the planning and execution of the NGL program as well as assist with fundraising, grant writing and grant reporting efforts for all institute programs and initiatives.

Position Responsibilities:

• Analyze the current NGL Leadership curriculum and identify best practices;
• Research ethics, values, and leadership readings for NGL curriculum development;
• Update Website content related to NGL Program;
• Review and update nomination and application process;
• Assist in the implementation of NGL program modules including: Washington, DC, Arizona, and New York modules.
• Assist in the Policy Design Studio, a Semester in Washington program for ASU undergraduate students
• Research development and funding opportunities for the Institute;
• Assist in preparation of proposals, letters of intent, donor reports, and thank-you letters;
• Other duties as assigned including general office support and administration

Requirements:

• Responsible, mature, professional, flexible
• Ability to work independently and exercise excellent judgment;
• Must be highly organized, able to balance multiple priorities, meet deadlines and work well in team-oriented environment;
• Excellent writing skills and attention to detail; and
• A passion for international education program planning and for leadership development.