

ISPU is an independent, nonpartisan think tank and research organization committed to conducting objective, empirical research and offering expert policy analysis on some of the most pressing issues facing the United States, especially those related to Muslims here and abroad.

ISPU is currently seeking an intern for Corporate/Foundation Relations & Event Planning to assist the Development team. The intern will assist the Associate Development Officer to reach out to foundations and make initial contact. Their secondary function would be to help assist the Annual Banquet team for our annual event in Michigan on October 22. This is an unpaid, part time or full time internship until the end of December 2011. The role may continue and slightly alter in 2012. We prefer for the intern to be located in Washington, DC or the Detroit, MI area. We will support requirements for academic credit. There is a stipend available if the intern is required to travel for ISPU meetings or events.

Specific responsibilities include:

- Get familiar with the role, mission, content of ISPU and stay up to date with our latest research
- Maintain and add to a database of corporate and foundation relations working on the issues ISPU covers (provided by ISPU, additions welcome)
- Draft outreach content to submit to contacts at corporations and foundations in ISPU's database
- Hold conversations with corporations and foundations on behalf of ISPU to set up meetings for the Associate Development Officer and Executive Director
- Attend weekly Annual Banquet and development meetings
- Assist with follow up and tasks related to the Annual Banquet
- Create and maintain a database of policy makers and government staff working on the issues ISPU covers

Qualifications:

- Current undergraduate or graduate student, or recent graduate with a public policy/administration, philanthropy, development degree or related experience
- Previous internship or administrative experience
- Ability to work independently
- Excellent writing and communications skills
- Understanding of and experience in media and government relations

To Apply:

Please send your resume, cover letter, and a short (2-3 page) writing sample to amuhi@ispu.org, as soon as possible. We encourage you to apply early, as applications will be considered on a rolling basis. No phone calls, please.