



Rockefeller Brothers Fund

Philanthropy for an Interdependent World

Virtual Internship for the Office of the President and the Office of the Executive Vice President for Finance and Operations

About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world.

The Fund currently works in two pivotal places: China and the Western Balkans. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city. Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

Internship Summary

The Rockefeller Brothers Fund (RBF) seeks a virtual intern to work with the Offices of the President and Executive Vice President for Finance and Operations. The intern will virtually provide administrative, logistical, and desk research support while learning about the RBF's endowment, mission-aligned investing efforts, and institutional budgeting. The intern will perform other tasks as assigned.

This is a paid six-week internship, performed on a schedule of up to 15 hours weekly. The intern will report to the Special Assistant to the President and CEO and the Special Assistant to the Executive Vice President for Finance and Operations.

Expectations

The intern will be enrolled in an undergraduate program. S/he will have a knowledge and/or interest in philanthropic institution financial management, including mission-aligned investing and institutional budgeting. The intern may also have opportunity to participate in webinars on RBF program interests, such as sustainable development and democratic practice.

Application process

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, sexual orientation, age, disability, or religion.

Please send a [cover letter](#) explaining your interest in the internship opportunity along with your [resume](#) by [May 22, 2020](#). This material can be sent to internsearch@rbf.org using the subject line, **'Offices of the President and Executive Vice President for Finance and Operations Virtual Internship'**.

Due to COVID-19 pandemic, we are currently unable to receive applications submitted via mail and cannot guarantee response to telephone or fax inquiries. Interviews will be scheduled and conducted virtually, on an ongoing basis, until the opportunity is filled.

For additional information about the RBF, please visit our website at www.rbf.org.