

THE TOBIN PROJECT

Development and External Affairs Intern Cambridge, MA

“The most important decisions a scholar makes are what problems to work on.”
-Professor James Tobin (1918 – 2002) in *Lives of the Laureates*

The Tobin Project seeks applications from top-performing undergraduate students seriously interested in contributing to vital public policy work as carried out by an entrepreneurial non-profit organization. The Development and External Affairs Intern’s responsibilities will be especially stimulating for a talented student considering a career in the policy world or the non-profit sector.

The Position

The Development and External Affairs Intern will work a minimum of ten hours per week. S/he will work closely with the Director of Development and External Affairs, providing essential support in executing the project’s development and communications strategies. Responsibilities will include: researching prospective donors and foundations to identify funding opportunities; tracking programmatic outcomes that will be shared with donors, scholars, and friends of the project; drafting correspondence and developing new communications materials; and assisting in tracking/management of donor cultivation activities and events related to fundraising and external affairs. The intern may be called upon to undertake short-term research projects on relevant academic or policy topics or other projects as needed.

About the Tobin Project

The Tobin Project aims to influence thinking within the academy by promoting outstanding work in a relatively small number of strategic areas. In stimulating this research, the Tobin Project seeks to affect the intellectual climate in which public policy takes shape and, in so doing, create a favorable context for constructive policy reform.

The project has engaged many of the nation’s top scholars – including Nobel Laureates, alongside younger standouts in their fields – and leading policymakers. Strong links between scholars and policymakers played a pivotal role in many of the great policy triumphs of the 20th century – from the creation of Social Security during the New Deal, to the introduction of Keynesian fiscal policies during the Kennedy/Johnson years. Restoring these links is an essential part of the Tobin Project’s strategy.

Qualifications

The successful candidate will be an undergraduate student who has a deep interest in learning about the non-profit sector, fundraising, and external affairs, complemented by an interest in the fundamental research efforts underlying effective U.S. public policy. The ideal applicant will have:

- Superior research and analytical skills;
- Excellent writing, editing and oral communication skills;
- Highly developed organizational skills;
- The ability to work independently and, at the same time, to integrate others' ideas;
- Strong interpersonal skills; and
- Exceptional attention to detail.

To Apply:

More information about the Tobin Project may be found at: <http://www.tobinproject.org>.

Candidates are encouraged to apply as soon as possible. Application materials—cover letter, resume (in Word format), relevant academic transcripts (unofficial versions are acceptable), and two writing samples—should be sent to opportunities@tobinproject.org.

The Tobin Project is an equal opportunity employer.

The Tobin Project
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