



TURQUOISE MOUNTAIN



**About Turquoise Mountain:** Turquoise Mountain was founded in 2006 by HRH The Prince of Wales to revive historic areas, traditional crafts, and communities, to create jobs, skills and a renewed sense of pride. Since 2006, Turquoise Mountain has trained over 6000 artisans and builders, restored 150 historic buildings in the old city of Kabul and elsewhere, and organized major international exhibitions - from the Museum of Islamic Art in Doha to the Smithsonian Museum in Washington DC. We have brought over \$12,000,000 in handmade crafts to international markets, working with prestigious international retailers, from Bloomingdales and Kate Spade in New York, to five star hotels in London and the Gulf (the Connaught, Four Seasons, and Fairmont), developing products based in crafts traditions for contemporary international markets that provide viable incomes for artisans. Turquoise Mountain now works in Afghanistan, Myanmar, and the Middle East, combining heritage buildings, training and craft. ***Turquoise Mountain's CEO, Shoshana Stewart, will teach at the Yale Jackson Institute in 2021 – building on her [TedX](#) and [London Business School](#) lectures.***

**Job Description:** Turquoise Mountain is seeking a student **Development Intern** to work with the CEO and Director of Advancement. This is a part-time opportunity for three months, with the potential to transition into a larger role over time. Work will primarily be based in New Haven, CT with regular calls and occasional Skype meetings. The role offers a “crash course” opportunity to explore the unique intersection of international NGO and sustainable ethical business development in which Turquoise Mountain operates.

#### **Main responsibilities:**

Close support to the CEO with a range of tasks including but not limited to:

- Donor research and funding proposals for individual and organisational donors (such as large foundations and corporate giving programs)
- Materials development, including developing and drafting fundraising and business planning documents such as the Case for Support and Impact Report.
- Database updating, including updating Turquoise Mountain's donor and client management systems
- Assistance with communications and correspondence, in particular tracking donor correspondence
- Fundraising and commercial event organisation and logistical support
- Other administrative tasks may be assigned to directly support the CEO's office in London

#### **Required skills:**

- Fluent English (written and spoken), and exceptional communication skills
- Strong organisational and research skills, attention to detail
- Experience with fundraising, either independently or as part of an organisation or group
- Independence, including an ability to take ownership of tasks with a sense of accountability, an ability to use own initiative and work practically on a tight deadline
- An energetic and enthusiastic attitude, and willing to go the extra mile to get things done
- *Preferred but not required: research, language, or general knowledge of Afghanistan, Myanmar, or the Middle East.*

**Job Type:** part-time student internship with potential to expand, modest stipend to be agreed

**Start Date:** September 2020 for three-month trial, with potential extension through 2021

**Location:** New Haven, CT (with some potential work in New York City)

**Application Deadline:** 15 August 2020. Please send your CV, and a covering letter to [contact@turquoisemountain.org](mailto:contact@turquoisemountain.org) with the subject: *Application for US Development Intern*