

**NYU Stern Center for Sustainable Business
Development Intern
Fall 2026**

The NYU Stern Center for Sustainable Business (Stern CSB) seeks to hire a Development Intern to support CSB's vital fundraising activities in Fall 2026. Key responsibilities will include donor prospect research, and planning and logistical support for flagship events hosted by NYU Stern CSB in Fall 2026/Spring 2027.

Specific roles and responsibilities:

- Research prospective donors including foundations, corporate foundations, and alumni
- Draft donor outreach and briefing materials, including proposals and pitches
- Planning and logistical support for NYU Alumni in Sustainability Holiday Party (December, date tbd), and CSB's annual Responsible PE conference (December 9)

Qualifications:

- Proficiency in Microsoft Office suite, especially Excel and PPT is required
- Excellent communication skills, both written and verbal, with strong attention to detail
- Strong organizational skills, ability to meet deadlines and to prioritize competing demands
- Strong research skills
- Interest in Sustainable Business is encouraged
- Open to NYU Graduate or Undergraduate students

Evaluation Metrics:

- Student will have at least one meeting a week with their direct supervisor to discuss progress on the project(s)
- Supervisor will provide student with feedback on each assignment that the student completes

Logistics:

- Start Date: Approximately October 1, 2026
- Duration: roughly 10-15 hours/week
- Supervisor: Claire Kells, Associate Director, Development and Events, NYU Stern CSB
- Opportunity for renewal for Spring 2027

In compliance with NYC's Pay Transparency Act, the hourly base salary range for undergraduate student employment positions is \$17 per hour and \$30 per hour for graduate students.

Application instructions:

To apply, please fill out an [application at this link](#) by September 21, 2026 with your resume and cover letter in a single PDF document (feel free to add any other documents here such as a class project). Applications are considered on a rolling basis.

Who We Are

The NYU Stern Center for Sustainable Business (CSB) is a trusted partner for future and current business leaders who want to drive change and redesign capitalism to sustain both business and society for generations to come. At a time when people and the planet need it most, the Center for Sustainable Business is proving the value of sustainability for business management and performance.