



Position Details

Title:	AI Fellow (summer 2026)
Location:	New York, NY (Onsite)
Reports to:	Chief Technology Officer
Status:	Part time, non-exempt, seasonal (June-August 2026)
How to Apply:	Please click here to submit your résumé. Application reviews will begin immediately and will continue until the position is filled.

BACKGROUND

The mission of the Doris Duke Foundation (DDF) is to build a more creative, equitable and sustainable future. We work across three areas: arts & culture, nature, and health & well-being. DDF operates five national programs as well as Duke Farms and Shangri La, two centers that serve the public directly. DDF's activities are guided by the will of Doris Duke, who endowed the foundation with financial assets that currently total above \$2 billion. (To learn more about the foundation, visit dorisduke.org.)

POSITION

The AI Fellow will work closely with the Technology department and senior leadership to accelerate how AI is applied across the foundation's work. In close partnership with the Chief Technology Officer and President and CEO, this role will also advise and contribute to the foundation's overall AI strategy. This is a short-term, high-impact role for a technically strong builder who can move quickly between experimentation and practical implementation. The Fellow will help identify where AI can improve how DDF operates, build and test lightweight solutions, and translate emerging capabilities into clear, usable approaches for teams.

RESPONSIBILITIES

- **AI Exploration and Application**
 - Inspire the Doris Duke Foundation organization to build with AI tools in mind.
 - Track developments in large language models and applied AI, with a focus on practical implications for DDF's work.
 - Identify opportunities where AI can improve speed, clarity or decision-making across programs and operations.
 - Translate technical capabilities into specific, usable applications for non-technical teams.
- **Prototyping and Building**
 - Develop and test prototypes for internal tools, workflows and small applications.

- Work across existing systems (e.g., CRM, ERP, knowledge systems) to explore AI-enabled enhancements.
- Support the development of structured approaches to retrieval, summarization and internal knowledge use.
- **Organizational Integration**
 - Partner with teams across Programs, Finance, Influence & Marketing and Operations to test AI use cases in real workflows.
 - Help refine prompts, processes and lightweight systems that can be adopted by staff.
 - Document and share learnings in a way that supports broader adoption.
 - Develop training materials and recipes for AI success.
- **Advisory and Communication**
 - Brief internal teams on relevant AI developments and their potential impact on the foundation.
 - Provide clear, grounded guidance on trade-offs, risks and practical implementation.
 - Support alignment with DDF's AI policy and data classification standards.
- Perform other work, including special projects, as assigned.

WHAT YOU'LL GAIN

- Exposure to a range of use cases across a mission-driven organization.
- A focused environment to build, test and ship practical AI solutions with real users.
- Opportunity to work directly with leadership on applied AI initiatives.

WHAT YOU BRING

- Strong hands-on experience working with LLMs and generative AI tools (e.g., ChatGPT, Codex, Airtable AI).
- Experience building applied AI projects and prototypes. Experience building internal tools preferred.
- Familiarity with concepts such as embeddings, APIs, orchestration frameworks or lightweight model customization.
- Ability to move between technical implementation and structured thinking about systems and workflows.
- Clear written and oral communication skills, with the ability to explain technical concepts to non-technical audiences.

- Comfort operating independently, testing ideas quickly and refining based on feedback.
- Candidates who are recent college graduates or graduating in spring 2026 are strongly encouraged to apply.

We recognize that not every candidate will meet every qualification listed. If you are passionate about our mission and believe you have the skills and experience to perform the essential functions of this role, we encourage you to apply.

WHAT WE OFFER

- An hourly rate of \$40.
- 15% employer contribution to your 401(k).
- A values-driven culture rooted in integrity, excellence, collaboration, openness and imagination, and diversity, equity and inclusion.

The Doris Duke Foundation is committed to inclusive hiring and equal employment opportunity. We strongly encourage candidates of all identities, experiences, orientations and communities to apply. Our recruiting and employment practices adhere to all applicable federal, state and local laws, including the Americans with Disabilities Act. We provide reasonable accommodations for persons with disabilities. If a reasonable accommodation in the job application process is needed, please contact us [here](#).