

Title: Business Development Intern

Location: Goldbelt Falcon
Chesapeake, Virginia

Hours of Work: 40 hours

Category: Internship

FLSA Status: Non-Exempt

Salary/Grade Level: TBD

Date Approved: Summer 2012

Reports to (Supervises/Liaison): Business Development Manager

SUMMARY:

The Business Development Intern assists in creating business strategies to improve the market position and financial growth of the company. This position supports the business development team in the growth and development of partnerships, affiliates, and other key agency opportunities. Responsibilities include a combination of business development opportunities to include market analysis, bids, RFP solicitations, and proposals.

ESSENTIAL FUNCTIONS:

- Contribute to overall strategy for sourcing and securing new business opportunities.
- Assist in evaluating new business opportunities.
- Assist with competitor and market analysis.
- Assist with ensuring efficient and effective marketing, advertising, and promotion planning.
- Assist in cultivating strategic relationships with potential clients, contacts, and business partners.
- Participate in the company's RFP response procedures, to include solicitation.
- Assist with proposal composition and review.
- Performs routine clerical duties, to include but not limited to, filing, typing correspondence, answering phones, making copies, prepare out-going mail, distribute incoming mail, etc.
- Assist supervisor in any and all requested business development functions, projects, and reports.
- Provide input to supervisor regarding scheduling of work activities.
- Perform additional duties as directed by the Business Development Manager.

MAIN PROJECT: Sources Sought Response

The intern shall draft a response for a sources sought (also referred to as request for information or market survey) during the pre-solicitation phase prior to a request for proposal being released. This project will assist the Business Development department in expanding new business opportunities, clientele, and/or contracts.

QUALIFICATIONS:

- Must be eligible to participate in Goldbelt's Career Development Program.
- Must be available for entire twelve week program.
- Proven record of honesty and integrity in all relationships.
- High School diploma or equivalent.
- Majoring in Business, Marketing or related field is desired.
- Good organizational skills, with the ability to establish priorities.
- Excellent computer skills and proficient in excel, word, outlook, and access.
- Excellent communication skills, both verbal and written.

PHYSICAL DEMAND ANALYSIS:

ACTIVITY	NOT APPLICABLE	OCCASIONALLY	FREQUENTLY	CONSTANTLY
Climbing	✓			
Stooping		✓		
Kneeling/Crawling		✓		
Reaching		✓		
Standing		✓		
Sitting			✓	
Walking		✓		
Pushing/Pulling		✓		
Talking			✓	
Hearing			✓	
*Lifting		✓		

*May be required to lift 20 to 30 pounds occasionally

ENVIRONMENTAL CONDITIONS:

Over 75% of the time is spent working inside in an environmentally controlled office, with the risk of physical attack or injury present only in unusual situations. However, some outside work including air travel by commercial carrier and driving may be common.