

Title: Business Development Internship

Location: Goldbelt Raven
Herndon, Virginia

Hours of Work: 40 hours

Category: *Internship*

FLSA Status: *Non-Exempt*

Salary/Grade Level: *TBD*

Date Approved: *Summer 2012*

Reports to (Supervises/Liaison): Director of Capture Management

SUMMARY

Goldbelt Raven, L.L.C. (GbR), is an Alaska Native owned Corporation, founded in March 2005, headquartered in Herndon, Virginia. We support federal civilian agencies and Department of Defense (DoD) commands and agencies by providing our professional, scientific and technical services at a modest, competitive price. We have extensive experience in the medical, bio-science, laboratory and research disciplines. Ancillary capabilities include procurement and administrative, program management support. Also, we provide Tier 3 Help Desk services to the U.S. Army Medical Information Technology Command (USAMITC) on a global basis.

Position Description & Tasks: Under direct supervision of the Director of Capture Management, the Business Development Intern will assist in the promotion of GbR capabilities; the identification of new revenue opportunities and the completion of the business development life cycle through participation in the development of responses to federal government procurement solicitations. Responsibilities will include assisting in:

- Maintaining and updating the GbR opportunity pipeline throughout the capture management cycle.
- Assist in preparing proposals to include compliance matrixes, drafting and editing documents.
- Assist in preparing pricing strategies.
- Prepare and review Non-Disclosure and Teaming Agreements.
- Prepare Purchase Orders and Consultant Agreements
- Other duties related to business development activities and contract administration.

MAIN PROJECT: Under the tutelage and supervision of the Director of Capture Management, Intern will develop a Powerpoint® Presentation outlining the GbR Business Development Life Cycle to achieve Corporate revenue goals. Intern will interpret the process as explained and performed by the Director of Capture Management and develop slides depicting:

1. Definition of a Revenue Target for Pursuit
2. Revenue Target Acquisition (e.g. Study and use of Agency and Command level procurement documents outlining the RFPs that are scheduled for the succeeding fiscal year)
3. Analysis of Client Program Dialogue (e.g. how many calls to potential customer; discussion topics; outcome)
4. Calendar of events leading up to Release of the solicitation document
5. GbR Prime/Sub/Team determination; Discriminators
6. Decision matrix for GbR Prime or Sub contract procurement event (e.g. why prime; why sub; use of GbR family of companies)
7. Bid/No Bid Decision matrix
8. If Bid, Calendar of events (e.g. writing assignments; Pink/Gold/Blue team reviews)
9. Writing Assignments and Criteria determination
10. Compilation of bid documents in final form for submittal

Assistance and counsel will be provided by the Director of Business Development – GbR. Performance of the Project will be determined by a formal presentation of the Powerpoint presentation in the presence of the Directors of Capture Management and Business Development. The President of GbR may participate in the review at his discretion.

Qualifications & Requirements:

- Must be eligible to participate in Goldbelt’s Career Development Program.
- Must be available for entire twelve week program.
- Majors: Pursuing a degree in Business, Accounting, Business Development, Marketing or related field.
- Computer Skills: Medium to Advanced skills in Microsoft Office Suite and Adobe Acrobat.
- Communications Skills: Possess excellent verbal, presentation and written communication skills.
- Other: Self motivated, Highly organized, attention to detail, ability to multi-task, manage a varied workload, prioritize tasks and demonstrate the ability to establish and maintain positive working relationships.