

Item	Job scope – Business Development Internship
Program	Trade Career Development - Partnerships
Date	September 28, 2017
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1. Job objectives

The **primary objectives** of this paid internship are to support Hinrich Foundation's Partnership Manager (PM) in business development activities, namely through: **prospect research; database management; and proposal/materials construction.**

2. Requirements

Education Bachelor's degree or distinguished 3rd/4th year student

Qualities Proactive, detail-oriented, communicative, punctual

Attitude Interested in international trade and business development; eager to grow

Skills Microsoft Office (Excel, PowerPoint, Word); clear and concise writer

Availability Preferably available full time – but part-time candidates will be considered

3. Job scope summary

The intern is expected to assist in various tasks related to the Hinrich Global Trade Leader Development Program, focusing on efforts specific to trade-industry partners, including:

1. Partnership research (35%):

- a. Research potential prospect companies, industry organizations and associations
- b. Perform background research on individuals, companies and organizations
- c. Prepare briefs on GoogleDocs to clearly display and share research findings

2. Materials construction (30%):

- a. Assist PM and Education & Training Coordinator in construction/edit of:
 - i. Partnership proposals
 - ii. Partner case studies
 - iii. Partnership annual report
 - iv. Partnership handbook

3. Database and contact management (25%):

- a. Ensure timely and consistent upload of contacts sent by PM to online database
- b. Standardize and improve databases, keeping a clear and consistent formatting style

4. Projects and other assignments (10%):

- a. Event research and registration
- b. Small ad-hoc research projects

4. Apply now:

Interested applicants may send their resume and cover letter to alex.ward@hinrichfoundation.com .

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