



Intern Job Description

Job Title:	Business Development Intern
Department:	Business Development
Location:	Oakland, CA
Time Required:	10-15 hours/week

Job Description

Position overview:

The Business Development Associate will be responsible for cultivating leads, contacts and donors while maintaining existing relationships. Candidates will demonstrate experience managing multiple tasks while having a keen attention to detail and must be a self-starter with the ability to work independently and as a team. This person will be intimately involved in business development, supporting the CEO, working closely with the marketing team to develop campaigns, and leading smaller projects and events. This person will be the right hand logistical coordinator for a high energy CEO and will need the ability to multi-task, work as a team and help a small start-up change the world.

Duties and Responsibilities include, but not limited to:

- Assist Business Development team and CEO with initiating, cultivating and following up with prospective partners, collaborators, and funders.
- Team with fundraising campaigns and annual solicitations through coordinating email campaigns, invitations to events and email communications.
- Managing strategic partnership and engagement appointments for Development team and CEO.
- Assist with donor correspondence by making follow up calls to donors and sponsors.
- Develop and maintain standard development department management systems and procedures.
- Create reports to analyze giving trends and fundraising activities.
- Assist with donor communications, gift processing data entry, and thank you letters. Help cultivate relationships with funders.

Qualifications:

- Demonstrated and successful Business Development and Lead generation skills are required as a part of this role.
- Proficiency in Salesforce or a different CRM tool is a critical part of this role along with tools like Toutapp, yesware, YAMM and Vertical response. Experience in other databases, social media platforms, email communication tools and office organization desired.



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- Comfort levels with phone conversations, donor relations, and getting to know the donors is a critical part of the role.
- Proven project, time, and organizational management skills, with ability to juggle many competing priorities at once.
- Experience in creative, collaborative work environments.
- Excellent writing, research and communication skills; verbal and written.
- Strong analytical skills, creating reports, charts, and dashboards for monitoring data and results will be required. Proficiency in Word, Excel and PowerPoint a must.

ASANTE VOLUNTEER POSITION NOTES:

To be successful as a member of the Asante Africa Foundation team, you will also:

Have a passion for our mission and a strong desire to impact an up-and-coming non-profit organization.

Be an innovative and creative thinker - you are not afraid to try something new and inspire others to do so.

Have a very high level of personal and professional integrity and trustworthiness.

Have a strong work ethic, take initiative, and require minimal direction.

Work well independently as well as part of a team.

Thrive in a fast-paced and fun environment.

Benefits:

Directly impact Asante Africa's efforts to fund education-related projects that enhance knowledge, skills, and opportunities for hundreds of children in East Africa

Be part of a highly-motivated nonprofit organization run entirely by volunteers

Gain insight into the day-to-day operations of a nimble, results-orientated, high-growth nonprofit organization

Have the opportunity to see your ideas and contributions implemented

Build your resume and gain references for future employment opportunities

Compensation: This is an unpaid, Intern position. The position is part-time with an expectation of 10-12 hours of work per week.