



Job Title: Business Development Internship

Div/Dept: Business Development

Reports to: Director of Business Development

I. PURPOSE OF THE JOB

Qualifying candidate will be responsible for supporting all aspects of the MLSC's Business Development (BD) activities and will be responsible for Communications activities related to those BD efforts. The candidate will work closely with the Business Development team to develop an aggressive business development strategy to encourage both new company arrivals and the expansion of companies already in Massachusetts, to foster creative partnerships, and to ensure broad utilization of MLSC programs. The candidate will participate in market research projects, BD outreach, and maintain customer relationship database.

II. FUNCTIONS AND RESPONSIBILITIES

- Working with the Business Development Team, create and execute a business development strategy targeting companies both within and outside of Massachusetts that have potential for expansion in the Commonwealth.
- Research companies (through online sources, social media, business development databases and other sources) to identify new leads.
- Conduct outreach, schedule and attend meetings and conference calls with prospective companies, including appropriate follow-up from these discussions.
- Work closely with the Director of Business Development to develop messaging, collateral and PowerPoint presentations related to business development.
- Regularly update business development status of prospect companies in the MLSC's CRM.

III. SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

IV. KNOWLEDGE AND SKILLS

- Academic coursework or relevant work experience in marketing, public relations, communications, business administration and/or business development, and life sciences.
- Familiarity with the life science industry and stakeholders, a plus.
- Candidate must be detail oriented, flexible and comfortable in a fast-paced environment.
- High level of interpersonal skills to interact with the public
- Discreet, able to maintain confidentiality and possess good judgment
- Excellent verbal and written communications skills
- Detail-oriented and demonstrating the strong organizational capacity

- Must be able to work in a fast-paced environment with demonstrated ability to manage multiple tasks and demands; project management experience a plus
- Ability to exercise initiative in following through on assignments within stated deadlines
- Excellent computer skills in word processing, spreadsheets, database and presentation software (MS Outlook, MSWord, Excel, PowerPoint, Dynamics CRM)

VI. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. The employee is frequently required to sit, stand, walk, talk, or hear; must be able to operate office equipment; occasional reaching above shoulder heights or below the waist; lift and/or move up to 15 pounds as required to file documents or store materials during the workday. The employee is occasionally required to use hands to finger, handle, or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and color vision. Must be able to effectively communicate orally and in writing; must be able to establish and maintain professional interpersonal relationships. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VII. BENEFITS

This full-time (9 am- 5 pm) internship is an exciting opportunity for anyone interested in pursuing a career in the Life Sciences Industry. The Massachusetts Life Sciences Center (MLSC) is a quasi-governmental investment agency that supports life sciences innovation, education, research & development, and commercialization in the Commonwealth of Massachusetts. Our mission is to ensure that the life sciences in Massachusetts remain the most dynamic, verdant ecosystem of its kind in the world. These investments create jobs and support advances that improve health and well-being. Through our investments, programs, collaboration and partnerships, the MLSC is committed to creating jobs and economic impact, and supporting scientific advances that will improve the health and well-being of patients across the world.

VII. ADDITIONAL INFORMATION

\$17 per hour plus free parking. Access to a car is important, as the office is difficult to reach by public transportation (though it is possible). Shuttles from Alewife station running 3 times in the morning and 3 times in the evening. \$2.50/ride.

No agencies please

Apply at BD@masslifesciences.com