



**Job Title: Business Development Internship**

**Div/Dept: Business Development**

**Reports to: Director of Business Development**

## **I. PURPOSE OF THE JOB**

The qualifying candidate will be responsible for supporting all aspects of the MLSC's Business Development (BD) activities related to those BD efforts. The candidate will work closely with the BD 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 research projects, BD outreach, and maintain a customer relationship database under the supervision of the BD Team.

## **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.
- Assist with a project cataloging the status and utilization of MLSC-funded lab equipment, including outreach to lab managers
- Research companies through online sources such as Pitchbook or SEC Data resources, social media, business development databases, and other sources to identify new qualified leads for conferences and tradeshows.
- Work closely with the Director of Business Development to develop messaging, collateral and PowerPoint presentations related to business development.
- Regularly update the 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, but not necessary. The commuter train station is a mile's walk from the office. The office is also walking distance to the following bus lines: 70; 170; 553.

No agencies, please

Apply at [BD@masslifesciences.com](mailto:BD@masslifesciences.com)