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# Example of Business Development Intern Job Description

Our innovative and growing company is looking to fill the role of business development intern. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for business development intern

* This will include the creation of detailed financial/valuation, competitive and market analyses, coordination of due diligence efforts and integration of acquired products and companies, among other tasks
* Provide marketing insights to support the development of new programs positioning and marketing mix definition
* Contribute to ideas creation, opportunities assessment, proposals development and projects analysis in an innovative, fast-changing business environment
* Support the design of business development proposals with appropriate visual design tools (use of icons, data visualization through infographics, basic visual identity development)
* Support due diligence and research on new partners, technologies, and alignment
* Study emerging opportunities, take notes, and assist on phone calls
* Assist in developing repository for corporate partnerships
* Assist with evaluating and developing the company’s long-term partnership plans
* Seeking degree in Business, Marketing Technology, Finance, Communications or related field of study
* Working knowledge of the digital marketing technology ecosystem

## Qualifications for business development intern

* Good knowledge and understanding of day-to-day office procedures
* Good sense of prioritization and time management
* Must be enrolled as an undergraduate or graduate student in a college or university and in good academic standing (3.0 gpa or higher)
* Preference for majors in either Business, Marketing, Film, Media or a directly related field of study
* Must possess excellent organizational skills and the ability to pay close attention to detail
* Integrity to maintain confidentiality at all times regarding confidential and business information