



Example of Corporate Development Associate Job Description

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Our growing company is hiring for a corporate development associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for corporate development associate

- The Corporate Development Associate is responsible for evaluating and executing upon various strategic initiatives for the company
- Participate as a member of RGH Business Unit Leadership team to drive
- Provide detailed administrative, data management, event logistics, marketing and volunteer engagement support for CycleNation.Ride and Corporate Initiatives.This includes managing data and email campaigns (systems include Luminate, Dynamics, Informs)
- Recruit and train interns and outreach volunteers to represent the campaign at cycling events, bring promotional materials to cycling businesses, create visibility on online calendars and track interest
- Engage in participant recruitment, cultivation and follow-up
- Secure in-kind donations for assigned events
- Create video content, presentations and ROI templates
- Support Communications and Marketing, especially Social Media, outreach including Sprinklr posts and ROI analytics and reports
- Track and report on traditional and social media engagement for identified sponsors
- Assist with Corporate Initiatives program deliverables including creating email templates and newsletters, program collateral, event coordination and day-of-event support

Qualifications for corporate development associate

- Post MBA work experience in corporate development, strategic planning, consulting or investment banking
- Previous experience with complex financial analysis
- Hustle is your middle name
- Minimum of 2 years of experience within investment banking, strategy consulting on business partnerships (through a firm), or transaction advisory services