

Leaders' Quest is seeking a full-time intern for a 6-month post with a focus on business development.

Job Title:	Business Development Intern, 6 months
Location:	Richmond-upon-Thames, Surrey
Accountable to:	Director, Business Development
Type of Post:	Full-time
Compensation:	£250 per week

About the Role:

Our business development efforts are aimed at promoting Quests to senior corporate, government and civil society leaders. Our Quests engage these leaders to explore important issues and examine purpose, meeting with both corporate and grassroots leaders in countries including India, China, Brazil, the US and UK.

Main Responsibilities

- Profile our existing client base and highlight areas for development
- Assist with proposal writing, including the inclusion of relevant LQ experience and the drafting of sample Quest visits
- Work within Salesforce database to develop detailed synopsis of hosts and host visits for inclusion in marketing materials
- Assist in soliciting Quest feedback for inclusion in marketing materials
- Liaise with a wide variety of LQ stakeholders, including our team members in our Indian/Chinese/US offices
- Work with director (and other team members, where appropriate) on strategic research and web-based search initiatives
- Responsible for a range of general office duties, to include maintenance of office equipment, ordering of stationery and gifts, and ad hoc tasks – as required

Key skills and characteristics required

- An interest in corporate activities and general business development
- Highly organised with excellent attention to detail
- Strong writing skills
- Can effortlessly multi-task, juggling different timescales and specific deadlines
- Strong IT literacy in Microsoft Office and understanding of database systems (ideally including Salesforce)
- High energy, fast paced team worker who keeps calm under pressure
- Flexible and willing to help out in times of need including occasional work out of normal office hours
- Altruistic and supportive of the working values of Leaders' Quest