



Beacon Organizational Consulting, LLC  
1800 Johnston Drive, Manitowoc, WI 54220  
Phone: 920-654-1100  
Website: BeaconOrgConsulting.com

## Job Description – Business Development Associate Intern

TIME COMMITMENT: 10-20 hours/week (part time)

### General Characteristics

The ideal candidate is a person committed to fulfilling the mission of Beacon Organizational Consulting: Guiding nonprofit organizations toward reaching their vision by developing and improving their resources. This position could have opportunities for hire and advancement within the company.

### Personal Qualities

- Reliable, punctual, driven, ambitious, and professional; strict confidentiality
- Computer-literate and proficient in Microsoft Office Suites (Word, Access, Power Point, Excel)
- Some experience with accounting software, esp. QuickBooks
- Excellent grammar and editing skills necessary; excellent written and verbal communication
- Resourceful and comfortable with conducting extensive research; high attention to detail
- Self-motivated and able to anticipate needs, discern work priorities, and meet deadlines

### General Duties

- Providing administrative support and project management support to Beacon's executive team
- Receiving calls and/or greeting visitors
- Drafting templated Organization Assessments, Standard Funding Proposals, and other client documents and deliverables
- Researching Requests for Proposals and other grant opportunities for clients
- Maintaining calendars, schedules, and coordinating appointments
- Drafting and editing grants, publications, correspondence, and reports
- Maintaining office equipment and ordering office supplies
- Assisting in marketing efforts in accordance with Beacon's Marketing Plan
- Maintaining social media pages and website
- Producing ads, flyers, mailings brochures, budgets, templates, and other documents
- Creating, organizing, and updating binders and files for clients
- Generating invoices for clients
- Assisting with basic accounting tasks
- Flexibility with other tasks and duties as they arise

### Qualifications

Degree in progress for business administration, marketing, nonprofit, finance & accounting, communications, human resources, development, leadership, social change, social services, or other relevant field of study.

### Contact

Please email your cover letter, resume, and learning objectives to Beacon Organizational Consulting, LLC to [info@BeaconOrgConsulting.com](mailto:info@BeaconOrgConsulting.com). Thank you for your interest!