



Development Intern – Job Description

Overview of Watson Institute

[Watson Institute](#) is a place where rising entrepreneurs and leaders can find their community, discover their calling, and accelerate their careers.

Watson Institute powers Fellowships for partners including Ford Motor Company Fund, Comcast, Google, Western Union Foundation, Truist Foundation, BMO, and several private foundations. Watson Institute's programs will positively impact approximately 2,400 rising leaders this year.

Alumni of Watson Institute's Fellowships have raised over \$185 million, created over 1,900 paid jobs, and impacted 10 million people around the world through initiatives they help lead. 90% of Watson Institute alums are employed, continuing their education, or building a venture. This is on par with leading business schools, yet all of the Fellowships Watson Institute powers are free. 99% of Watson Institute Alumni use a skill they learned while in a Watson Institute powered program up to 10 years later. Watson Institute's Alumni have been selected to Y Combinator, the Echoing Green Fellowship and seven have been named to Forbes' 30 under 30 lists. Alums continue their education at Harvard University, New York University, and Princeton University, among others.

Development Intern – Mission Statement

To prospect and promote corporate and foundation partnerships to expand Watson Institute's impact on highly promising, diverse, rising entrepreneurs and leaders.

Detailed Position Breakdown:

Prospecting:

The Development Intern supports the Prospecting function of Watson Institute's Development Team including:

- Researching and identifying prospective partners whose funding and strategic goals are in alignment with Watson Institute's programmatic offering
- Identifying connections to the key contacts and decision makers
- Leading weekly prospecting calls with Watson Institute's Development Team

Communications:

The Development intern supports the process of drafting content for Watson Institute's online platforms to promote the organization's partnerships, current work, and highlight its Fellows and Alumni:

- **Deliverables:** Developing compelling, persuasive, well-designed, and branded content for Watson Institute's online platforms. Deliverables include: LinkedIn Posts, Instagram Posts, and Facebook content to take Watson Institute's online presence – especially as it relates to our partnerships – to the next level.



**The Development intern may support the operations of the Development Team on an ad hoc basis and new responsibilities may develop as the Development Intern position evolves.*

Culture Add

In order to thrive as the Development Intern at Watson Institute, a candidate must:

- Eager to join a team with high standards for quality and excellence.
- Detail Oriented: You are meticulous and have excellent organizational skills. You take pride in completing your work accurately and on schedule. You have a knack for project management and a love for work plans and checklists.
- Intentional: Your working style is about creating order and planning ahead. You think systematically and excel at establishing elegant processes.
- Results-Driven: You bring an eagerness to grow and to roll up your sleeves and contribute. You have a go-getter attitude and a drive to solve all sorts of problems, no matter the size or shape. When something is your responsibility, you find a way to see it through to the end.
- Systems-minded: Demonstrated experience in building and implementing systems. You are comfortable designing, testing, improving, and smoothly running systems and processes. This could be any system that involved inputs from or served multiple people and required consistent and accurate functioning.
- Communication Style: Based on a story from Watson Institute's early days, 'Come to the Window' represents the principles of our communication including:
 - Obligation to Dissent: If someone on our team disagrees with a decision or our direction as an organization, our team encourages disagreement and brings attention to challenges because true leaders believe dissent is an obligation.
 - Disagree and Commit: To complement Obligation to Dissent, there are times when we need to Disagree and Commit. Once all concerns and criticisms are shared, the course of action must be committed to by all involved.
 - No Drama: We prioritize purpose and don't involve ourselves in the drama created by backroom chatter, hearsay, and unnecessary focus on issues that do not place impact first.
 - Go to the Source: Our culture is defined by direct, honest, and frequent communication. We expect team members to 'go to the source' of concerns by speaking up, communicating frequently, and taking issues directly to the individuals involved.



Candidate Profile

Top candidates should demonstrate :

- Experience: This is an entry-level role, everything in this role can be taught and learned!
- A deep-seated passion for building community and Watson Institute's mission to develop innovators, leaders, and entrepreneurs to solve the toughest challenges facing the world.
- Persuasive Sales Communication and Writing: A love for persuasive writing, sales, and communication designed to build and grow impactful partnerships.
- Excellent Organization Skills: You have a knack for project management and a love for work plans and checklists. You are able to work fast without cluttering your desk or mind. You take pride in completing your work accurately, on schedule, and with excellence.
- Intentional: Your working style is about creating order and planning ahead. You think systematically and excel at establishing elegant processes.
- Results-Driven: You bring an eagerness to do work that gets results. To do so, you are eager to roll up your sleeves, learn, grow, and contribute. You have a go-getter attitude and a drive to solve all sorts of problems, no matter the size or shape. When something is your responsibility, you find a way to see it through to the end.
- Systems-minded: Demonstrated experience in building and implementing systems. You are comfortable designing, testing, improving, and smoothly running systems and processes. This could be any system that involved inputs from or served multiple people and required consistent and accurate functioning.

Benefits

- This is an unpaid, part-time internship position with the possibility to explore a full-time career with Watson Institute upon completion of the internship.
- As an intern, you'll gain access to Watson Institute's worldwide network of 3,600+ Alumni, partners, mentors, and staff.
- Opportunity to significantly advance your career by learning to identify potential funding sources – including grants, donors, and sponsors – aligned with the Watson Institute's mission; advance your communication, project management, technical, and leadership skills; expand your network and relationship building tools.
- The Development Intern may attend Watson Institute's Development-led Fellowship programming, including Braintrusts and Impact Series workshops, which are roundtable conversations and workshops led by Senior Executives at leading companies within Watson Institute's vast partner network.

The Vitals



- The Development Intern is a part-time commitment and reports to the Development Coordinator.
- The Development Intern position can work remotely, but should be based in the Boulder/Denver, CO, South Florida, Atlanta, GA, or Pennsylvania areas.
- The application deadline is January 15, 2024.
- The start date for this position is March 4, 2024.