



## Business Development Intern - Job Posting

### Do you want hands-on experience helping local companies grow and communities thrive?

Are you curious about how businesses expand, relocate, and succeed in our regional economy? Do you enjoy connecting with others, working with real-world data, and project management? Are you excited to contribute to projects that directly impact job creation and economic opportunity in Greater Grand Rapids? If so, we want **YOU** to be our next **Business Development Intern**.

At The Right Place, Inc. (RPI), interns don't just observe—they participate. This role offers meaningful, real-world experience supporting company retention, expansion, and attraction efforts that drive Greater Grand Rapids' economic success.

### About Us:

Since our founding in 1985, The Right Place, Inc. (RPI) has been dedicated to driving sustainable economic growth and shared prosperity for all in the Greater Grand Rapids region. Our positive impact on the economy of the region and tangible results within our community would not be possible without a talented, flexible, and driven team focused on our mission and values.

Anchored in our values of *caring teammates*, *courageous leaders*, *can-do attitudes*, and *collaborative doers*, we are excited to welcome a new member to our team. Every role is critical at RPI, and as part of our team you will be able to make a difference in our region and see the results of your work firsthand!

### Position Summary:

The Business Development Intern will play an active role on RPI's Business Development team. They will be responsible for assisting the team in key activities related to company retention, expansion, and attraction efforts, which are critical to achieve RPI's overall strategy and objectives.

### Key Responsibilities:

- **Business Development Support:** Support the Business Development team in client outreach and engagement, including attending client meetings, assisting with follow-up communications, and attending events.
- **Research & Analysis:** Identify prospective companies for outreach and key programs, develop and update industry sector infographics, and create a list of frequently referenced resources.
- **Administrative Activities:** Help maintain RPI's Salesforce database and prepare reports on business retention and attraction efforts.

### Skills and Qualifications:

- Currently enrolled and pursuing a Bachelor's degree or recently graduated.
- Strong analytical skills with the ability to interpret information in meaningful ways.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects and meet deadlines.

- Proficiency with general office and sales software tools.

**Benefits:**

- Holiday pay, sick time, and paid parking
- Culture Team activities, professional development opportunities, and vibrant organizational culture

**Schedule and Pay**

- Summer semester, approx. May 4 – Aug 28
- 15-20 hours per week, scheduled in-office between 8:30am-5:00pm Mon-Fri
- Occasional early morning and evening hours may be required for special events
- Pay rate: \$17/hr

**Join Our Team:**

We welcome you to apply for this position so that you can join us in making a positive impact on the economic health of Greater Grand Rapids and to collaborate with the best and brightest business minds.

To apply, send your resume and cover letter via the Handshake posting or email the required materials to Emily Mace at [macee@rightplace.org](mailto:macee@rightplace.org)