



## **Development Internship**

California Institute of Behavioral Health (CIBHS) is recruiting for a part-time Business Development Intern with excellent organization, analytical, and communication skills. The Business Development Intern will serve as an essential Development team member: coordinating projects, providing support for new business opportunities, and monitoring CIBHS's fund development activities. This internship assignment is for 12 months.

**Position Overview:** Under the direct supervision of Development Manager, the Business Development Intern will support all fundraising and communication efforts that advance CIBHS's business development goals. Most development activities will focus on procuring grants and foundation funding, corporate sponsorships, and partnerships, and working with service line directors to strengthen the value proposition of CIBHS offerings to assist in fee-for-service business generation.

The essential duties and responsibilities of the job are:

- Provide support with level-setting CIBHS business development infrastructure, including a process for pursuing grants, RFPs, and other funding opportunities.
- Provide support with researching, identifying, and cultivating relationships for new business opportunities.
- Assist with maintaining the business development log and keeping an accurate record of all contracts and funding sources, including award amounts, reporting deadlines, and deliverables.
- Assist with RFA/RFQs submission process, including gathering information, forms, and data to meet application requirements.
- Assist with designing, building, and maintaining a data management system to track current business, cultivate relationships, and create new business opportunities.
- Monitor fund development plan activities and track progress toward goals.
- Assist with a variety of marketing projects as needed.

### **The Internship Opportunity is one that requires a person who:**

- Works well within a team environment;
- Anticipates job requirement duties and engages in problem solving without ongoing prompts;
- Strong critical thinking skills;
- Energetic, innovative, and detail-oriented;
- Proven organizational and communication skills;
- Responsive to the team's needs.

**Education Requirements:** Candidates must hold a Bachelor's in a related field or equivalent professional experience—knowledge of public behavioral health systems preferred.

### **Other**

- Hourly rate \$18-\$20 based on experience.
- Expected hours 16-20 per week, Monday-Friday.

To apply please visit our website at <https://www.cibhs.org/careers/>