



Corporate Development Internship

General Information:

The Corporate Development Intern will be instrumental in boosting revenue and advancing LULAC's growth by building and nurturing long-term partnerships with corporate entities. Reporting to the Chief Development Officer, this role provides hands-on experience in corporate partnership development and event planning. Interns are required to commit a minimum of 26 hours per week for 8-10 weeks, with the possibility of extending the internship, and flexible scheduling is available.

Internship Details:

- Commitment: Minimum of 26 hours per week for 8-10 weeks, with flexible scheduling options.
- Location: Based at the LULAC National Office, 1776 I Street NW, Washington, D.C., with minimal remote work opportunities.

Core Roles and Responsibilities:

Project Development and Support:

- Assist in creating project-specific letters, sponsorship mailings, solicitation packets, proposals, and fulfillment reports for annual partnerships.
- Support annual mailings to current and potential funders.



Data Management and Research:

- Enter and update corporate contacts in the database.
- Identify potential corporate donors and sponsors for specific events.

Event Management:

- Manage online corporate registration for specific events.
- Provide support to the corporate relations team as needed.

Requirements:

Education:

- Junior or Senior in college.
- Minimum GPA of 3.0.
- Relevant Majors: Nonprofit Management, Business, Public Relations.

Skills and Abilities:

- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite and online research.
- Ability to manage multiple tasks and work independently.