



800 Greenbrier Circle, Suite 410  
Chesapeake, Virginia 23320

**Title: Business Development Intern**

**Location:** Chesapeake, Virginia      **Hours of Work:** 40 hours  
**Category:** Internship      **FLSA Status:** Non-Exempt  
**Salary/Grade Level:** DOE      **Date Approved:** 2/2016  
**Reports to (Supervises/Liaison):** President

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**INTERNSHIP SUMMARY**

This internship is offered through the Goldbelt, Incorporated 8(a) subsidiary Goldbelt C6, LLC and Goldbelt Falcon. It will be based out of the subsidiary's offices in Chesapeake, Virginia. The internship will provide the right candidate an opportunity to explore the field of business development in government contracting. The Intern will gain hands on experience and work with and assist the business development team in a variety of projects that will support the growth and development of the company through partnerships, affiliations, and other key agency opportunities. Intern will receive exposure to a combination of business development opportunities to include market analysis, bids, RFP solicitations, and proposals. Additionally, intern will support the Manager of Business Development in identifying and crafting business strategies to improve the market position and financial growth of the company.

Major internship project(s) will include the following:

**Proposal Development:** Intern shall be involved in drafting various proposal sections (Technical, Past Performance, Management) for multiple upcoming federal bids which will be defined upon notice from the Government. These projects will assist the Business Development department in expanding new business opportunities, clientele, and/or contracts.

**Business Development:** Intern shall be involved in learning the BD process and be involved in meetings and discussions (internal and external) regarding current BD initiatives. Discussions will range from how to find opportunities to pricing strategies.

**NECESSARY SKILLS AND KNOWLEDGE**

- Excellent communication skills, both written and oral;
- Good computer skills with proficiency in Microsoft Office Suite;
- Good organization skills with the ability to manage multiple priorities and assignments;
- Flexibility and motivation to work independently and within a team; and
- Positive attitude and willingness to learn.

**MINIMUM QUALIFICATIONS (education, experience, skills)**

- Eligible for participation in Goldbelt's Career Development Program;
- Working towards an Associate's, Bachelor's, graduate degree in Business, Marketing or a related field;
- Should be available to work out of Goldbelt C6's Chesapeake, Virginia office for 12 weeks.