Partnership Development Intern

Alice – San Francisco, California

ABOUT ALICE

At Alice, we're working to connect women entrepreneurs, through technology and programming, to the resources they need to grow and scale their businesses – regardless of geography, capitalization, prior experience or cultural constraints. Our team is growing rapidly, and we're looking a 20-hour a week intern in San Francisco to assist our Director of Partnerships. Our culture is fast-paced and we've gained momentum with backing from strong partners like Dell, Pivotal, the Small Business Administration, Kauffman Foundation, the United Nations Foundation and more to help us lead our charge to democratize access to the startup ecosystem. Collectively we believe that innovation is the key to solving our world's greatest problems and are looking for a passionate individual who is motivated and can help us execute our global vision. This position is located in San Francisco, in a collaborative, open-plan office space filled with talented technologists, creatives and strategists who believe everyone deserves access to the resources that will help grow their businesses.

ABOUT THE POSITION

This position will report to our Director of Partnerships and is in-person at our SF office located in Soma, with some remote work.

YOU'RE EXCITED ABOUT THIS OPPORTUNITY BECAUSE YOU...

- Want to learn about how to build and maintain impactful partnerships ranging from corporations to government entities to entrepreneur organizations
- Are committed to changing the world through innovation and entrepreneurship
- Curious about learning new things and eager to meet new challenges head on
- Enjoy working independently and/or in small teams
- Are fired up by working on varied tasks from day to day and can roll with the punches

WE'RE EXCITED ABOUT YOU BECAUSE YOU...

- Have At least two years of college under your belt
- Are Proficient in Excel
- Are excited to learn about Salesforce
- You geek out along with us on making the world a better place through entrepreneurship and innovation
- You thrive in high-volume, fast-paced and feedback driven environments. You strive to be a key contributor to a quickly growing and rapidly evolving team
- People describe you as exceptionally organized, detail-oriented, and a team player
- You're highly self-motivated and have a stellar work ethic
- Above all else you are bright, kind and goal-oriented

YOUR KEY RESPONSIBILITIES

- Work on projects as assigned by the Alice team ranging from:

- Researching potential partners and preparing partner briefs
- Developing partner presentations
- Assisting in partner follow up and development
- Managing Salesforce integration and organization
- Co-creating a semester long project based off of personal interests and partnership development needs for Alice

WHY YOU'LL LOVE WORKING AT ALICE...

- We are a highly ambitious, but insanely collaborative group aligned in our commitment to small business owners
- We are respectfully direct and transparent, and believe everyone's opinion matters
- We are a successful, fast-growing company at the forefront of inclusive entrepreneurship, and work alongside an impressive group of partners who help us do our jobs better
- We are a technologically and data-driven business
- We believe the big problems of the world can be solved when everyone has the opportunity to innovate
- We love solving problems, thinking creatively and trying new things, and believe that while ideas are great, action is better
- We believe in autonomy & taking initiative
- We take what we do seriously. We don't take ourselves seriously

HOW TO APPLY

Send your resume and cover letter to jillian@helloalice.com
Please title the subject line: Alice Partnership Development Intern

ADDITIONAL DETAILS:

This position is semester long, 20 hours per week (unpaid) for course credit. Intern is responsible for communicating course requirements. Please note this position requires use of your personal laptop.

To learn more about us:
www.helloalice.com // Twitter // Facebook // Instagram // Pinterest // LinkedIn