Title:
Corporate Research Intern

Department:
Fundraising and Development

Department Description:
The fundraising department helps maintain relationships with our member companies, build new ties with prospective members and raise support for the Chamber’s initiatives.

Position Overview:
The Corporate Research Intern will be assisting the fundraising department of the U.S. Chamber of Commerce in prospecting and preparing briefing materials and data management.

Job Responsibilities:
Specific responsibilities include, but are not limited to, the following:

- Conduct news search and write summaries
- Develop and update contact list
- Develop targeted prospect lists
- Research companies and individuals and write summaries
- Database entry and recall

The Corporate Research Intern will also have the opportunity to learn about the myriad policy issues facing the business community through their research and by attending chamber events.

Qualifications:
- Strong attention to detail
- Ability to gather and synthesize information quickly and accurately
- Proficient use of Microsoft Word and Excel.

We recruit, employ, train, compensate, and promote without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, status as a protected veteran, genetic information, or any other characteristic protected by federal, state, or local law. Our talent acquisition and employment policies are inclusive. We respect both the spirit and letter of the laws of equal employment opportunity.