



**KING CONSERVATION  
LEADERSHIP ACADEMY**

**BROOKFIELD ZOO  
CHICAGO**

## College Internship Program

*Development Services*

**Department**

Advancement

**Work Group or Team**

Development

**Season/Term**

Winter (mid-January start through end of April),

Summer (late May start through mid-August),

Fall (Late September start through December)

**Level of Commitment**

Part-time

**Est. Hours per Week**

10-20

**Pay Rate**

Unpaid

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### Position Summary

Support and participate in the integrated plan to secure and increase financial and philanthropic support from corporations to maximize potential support, as well as further efforts to build major philanthropic support for Brookfield Zoo Chicago, including corporate grants, sponsorships, corporate memberships, and additional corporate contributions. This includes identification, cultivation, and implementation of solicitation strategies for corporations.

### Duties & Responsibilities

- Research and Identify Prospective Corporate Partnerships: (15%) a. Conduct research to identify potential corporate partners that align with the organization's mission and fundraising goals. b. Evaluate companies based on their values, business objectives, and philanthropic interests.
- Create Partnership Proposals: (15%) a. Develop compelling partnership proposals that highlight the benefits of collaborating with the organization. b. Customize proposals to address the specific needs and interests of potential corporate partners.
- Support Partnership Outreach and Communication: (35%) a. Assist in the development and execution of communication strategies to engage prospective corporate partners. b. Communicate effectively through emails, phone calls, and presentations to articulate the value of partnering with the organization.
- Coordinate Meetings and Presentations: (10%) a. Schedule and coordinate meetings between organizational representatives and corporate stakeholders. b. Prepare and deliver presentations that effectively communicate the organization's mission, programs, and the potential impact of a partnership.
- Assist in Partnership Activation and Fulfillment: (5%) a. Collaborate with internal teams to ensure successful activation and fulfillment of partnership agreements. b. Support the implementation of agreed-upon partnership benefits and deliverables.
- Assist in Event Planning and Execution: (10%) a. Support the planning and execution of events related to corporate partnerships, such as partnership launches, appreciation events, or fundraising activities.

## Requirements & Specifications

- At least one year of college credit; graduate students preferred.
- English fluency (reading, writing, speaking) and strong interpersonal skills required; multilingual ability, Spanish, preferred.
- Candidates should be able to maintain a positive attitude, strong work ethic, and desire to learn; Candidates should possess the ability to work cohesively in a team or be trusted to work independently.
- Applicants should be available to work during the entire term of the internship, some evening or weekend hours may be required.