



Business Development Intern

[Whole U.](#)® seeks an ambitious superstar who genuinely enjoys supporting others. This resourceful rock-star will **help identify, educate, and onboard new B2B clients**. The person in this role will work closely with Founder [Shannon O'Brien](#) and become a core member of the Whole U. team.

We are looking for someone who/ is/ has...

1. Sincere passion for personal & professional development
2. Positive attitude: (kind, empathetic, patient, and thoughtful)
3. Insists on honesty, integrity and accountability
4. Clear/ decisive communicator (verbal and written)
5. Takes initiative and follows up
6. Receives and gives constructive feedback
7. Organized, pays attention to detail and is committed to high quality
8. Comfortable with technology, learning new things & problem solving
9. Honors diversity, and is aware of (and interested in) other cultures
10. **Goes “above and beyond” to ensure customer satisfaction**

Your responsibilities will include:

1. Qualifying leads:

1. Respond to relevant inquiries (& “RFPs”) on e-mail & social media
2. Stay open to business development opportunities
3. Update Client Relations Management tool (CRM)
4. Be a brand ambassador who advances Whole U.’s mission / values
5. Be a friendly first point of contact, creating great impressions

2. Onboarding new clients:

- Draft Contracts, collect signatures, and maintain client files & data
- “Set up” each new client in all systems (e.g. send welcome packets, grant access to online programs, invite to social media platforms, etc.)
- Suggest ways to improve processes and systems

3. Maintaining Network of Alumni:

- Consider how to engage and promote clients and their projects through opportunities, resources and introductions - (Work with Director of Client Relations as needed)



Qualifications

- Ability to establish strong rapport/ relationships with clients online
- Proficient with Mac/Apple & Google products and platforms
- Experience using cloud-based CRM and payment systems preferred

Logistics

- All work can be conducted virtually
- Must have access to solid internet and cell phone connections
- Must be able to receive university course credit

This position is NOT for people who

- Have limited availability

About Whole U.

[Whole U.](#)® is a career and life strategy consultancy that helps clients develop the clarity, confidence, and connections to pursue their life's work. Ranked on Yelp as #1 Career Coach and #1 Life Coach in Boston, Whole U. has served people from over 25 countries around the world - from Japan and Russia, to Colombia and France. Through advising, workshops, and educational media, Whole U. supports individuals in living a balanced, purposeful life.

To apply, please e-mail: Hello@WholeU.info with ONE document containing both your:

1. Cover letter that tells us:

- What you find most enjoyable about business development
- What you find most challenging about entrepreneurship (and how you meet or overcome those challenges).
- Why you want to work with Whole U.

2. One page resume