

Job Opportunity: Biz Dev Intern



Summary

475 is a rapidly growing Brooklyn-based startup that imports, distributes, and advises on high performance green building components throughout North America. We're focused on transforming the US construction marketplace from coast-to-coast toward low-energy, high-performance building design, with a focus on sustainable materials. We seek a highly motivated intern interested in sharpening their skills in business strategy, entrepreneurship, market research, building science consulting, customer service, sales, and marketing. The position is at least 3 days per week, lasts up to 6 months (depending on availability), and it may be required that you bring your own laptop. Interns receive a modest stipend and the opportunity to be involved in the business development department of a growing green business as well as interact with designers, architects, engineers, and green building firms across NYC and throughout North America.

Responsibilities

- Analyze data related to products, sales, customers, and web traffic
- Prepare and distribute information and sample materials to architects, engineers, and builders across North America
- Research architecture and engineering firms to expand 475's network
- Assist in the development of building science educational presentations
- Develop marketing campaigns to reach new prospects
- Assist staff with scheduling educational presentations
- Perform market research to help determine viable new business lines
- Assist in event planning and management
- Assist customers with basic technical, sales, and support questions
- Assist with data entry, mailings, and marketing campaigns
- Aid with miscellaneous administrative tasks, and attend 475 sponsored events

Desired Qualities

- Excellent communication skills, especially over phone and email
- Experience with Excel formulas
- Proactive with a strong work ethic
- Strong interest in business management, strategy, and sales
- Interest in high-performance building practices, especially Passive House
- Ability to work well both independently and as a member of a team
- Available to work 24 hours per week or more

Background

- Experience in a fast-paced office setting
- Experience with business development, sales, and/or customer relations
- Business, architecture, construction, or sustainability planning experience a plus

Send résumé and cover letter to info@foursevenfive.com; subject: "475 Biz Dev Intern"