Innovate Carolina

Partnership Development Fellows Intern (SDR Track)

Job Type: Summer Internship (In-Person Preferred / Remote Eligible)
Location: Junction, 136 E Rosemary St, Suite 100
Employer: UNC Chapel Hill – Office of the Chief Innovation Officer
Job Category: Business Development / External Relations
Hours: 20–40 hrs/week (Full-Time Preferred)
Rate: Tier 4 $15.00–$18.00/hr

Job Description
The UNC Office of the Chief Innovation Officer is building out a new university partnership program that will connect corporate and civic leaders with UNC's research, talent, and innovation assets. We're looking for driven, people-oriented students to lead the outreach effort that turns research intelligence into real relationships.

Partnership Development Interns will work at the front lines of that effort—crafting and executing outreach to prospective partners, qualifying interest, scheduling conversations, and moving leads through an early-stage pipeline. Think of this as a startup SDR (Sales Development Representative) role, built for students who want to learn what high-quality institutional business development actually looks like.
You'll work closely with the research intelligence team and report to the CIO's office. Strong performance can lead to continued engagement through the fall semester and potential pathways in business development, strategy, or external affairs.

AI tools are central to how this team operates. Interns are expected to use AI to draft and personalize outreach at scale, research prospects quickly, and sharpen messaging—while maintaining the authenticity and judgment that good relationship-building requires.

Responsibilities
- Execute personalized outreach to prospective corporate and civic partners via email, LinkedIn, and phone, drawing on research provided by the intelligence team.
- Qualify inbound and outbound leads; document contact activity, responses, and next steps in the partnership CRM.
- Schedule and prepare briefing materials for introductory calls between UNC leadership and prospective partners.
- Track outreach cadences and pipeline activity; surface patterns and blockers to the supervising team weekly.
- Draft outreach templates, follow-up sequences, and talking points tailored to different industries and partner profiles.
- Coordinate with research and database interns to ensure contact records are current and enriched.

Job Requirements

- Currently enrolled UNC undergraduate or graduate student in good academic standing.
- Confident, professional written and verbal communicator.
- Comfortable with outbound outreach — not deterred by non-responses or initial friction.
- Organized and disciplined about tracking activity and following up consistently.
- Proficiency with Microsoft Office.

Preferred Qualifications

- Prior experience in sales, recruiting, fundraising, canvassing, or any role requiring structured outbound outreach.
- Familiarity with CRM tools (Salesforce).
- Background in business, communications, public policy, or entrepreneurship.
- Interest in university-industry partnerships, economic development, or institutional strategy.
- Strong sense of urgency and ownership — you close loops.
- Experience using AI tools (Claude, ChatGPT, or similar) to draft communications, personalize outreach, or accelerate research.

Learning Outcomes

Business development, stakeholder communication, pipeline management, professional outreach, CRM operations, institutional strategy, applied AI for communications and prospecting.

How to Apply

Complete this brief form along with a sample project that demonstrates your abilities.