Intern Role: Alumni Programming Intern   **Position ID:** 2016Sp006

Semester: Spring 2016

Hours: 10-20/week

Compensation: Unpaid Position, College Credit or Independent Study with Faculty Advisement Required

Supervisor: Chief Program Officer / Nashville Entrepreneur Center

DESCRIPTION:

The Nashville Entrepreneur Center (EC), fosters innovation and entrepreneurship by Turning Ideas Into Reality, helping to start business and create jobs. As a non-profit 501(c)3 organization, the Center is funded through sponsorships, partnerships, donations and grants. The EC relies on support from leading corporations, successful entrepreneurs and those who have a vested interest in the EC's success.

The EC is built by the Nashville community for the community. As startups graduate from various EC programs such as PreFlight, Project Music, 1440, and other accelerators the EC provides follow on support for alumni. The Alumni Programming Intern will be responsible for updating and maintaining the EC's alumni database. Additionally, this role will maintain a library of resources and support the EC's Chief Program Officer in building alumni programming and events.

Responsibilities Include, but are not limited to ...

ALUMNI INFORMATION
- Collect, capture and record Alumni information in database
- Create reporting based on collected information for local and state funding sources
- Sourcing information and maintaining an alumni library of resources

PROGRAMMING SUPPORT
- Logistics for alumni programming events
- Meeting support and program details for Alumni
- Evaluation of other ecosystems for best practices in programming and tools

Requirements:

The perfect candidate will be a self-motivated, independent thinker who has a high degree of curiosity about entrepreneurs, business mentors, venture capitalists, investing and anything and everything in the startup community. We're looking for candidates that can take a project and successful follow through on delivering. Candidates should be undergraduate junior or senior or higher with research skills. Entrepreneurship or related major preferred.

Skills Needed:
- Ability to use Google Docs and Spreadsheets
- Familiarity with Excel
- Comfortable with learning new software quickly
- Able to interview people to obtain key information
- Organize against a calendar
- Attention to detail

What You Will Learn:
- Database management
- Understanding of the breadth of entrepreneurs represented by the EC alumni
- Ability to facilitate connections between alumni and key resources including other alumni, ecosystems and investors
- Connections between disparate data and how to organize it

As part of your internship you will also be expected to complete a final, student-level deliverable: The final deliverable is an overview of an up-to-date alumni database and follow-up plan for the alumni company needs including an analysis of conversion from early programs to later ones and a performance report on the alumni.

Deliverable Format: Presentation Deck & Presentation Delivery

If you are interested in this position, apply at www.ec.co/intern by November 23, 2015.