WHO WE ARE
Leadership Now's membership of next-generation business leaders believes fixing democracy is the project of our generation and is making serious commitments - of time, resources and expertise - to advance that mission. We bring together business leaders, leading academics, and policy experts and innovators to build a coalition that is working strategically through direct action and investments to strengthen our democracy. In the 2021-2022 cycle, we are prioritizing protecting voting rights, supporting fair and competitive elections, increasing transparency around money in politics, and mobilizing the business community to address systemic racism. Our member groups are based in NY, Boston, Bay Area, Washington DC and LA and TX, with our newest chapter in Wisconsin.

THE OPPORTUNITY
Leadership Now is looking for three interns to help fuel our growth over the summer. As we take on critical challenges protecting our democracy, engaging business, and supporting our membership, we are looking for talented, passionate individuals to join our team through the summer (and potentially longer!). We are looking for interns to support us in:
● Policy & Analysis
● Business Operations
● Business & Member engagement

WHO YOU ARE
● You are passionate about democracy and are aligned with Leadership Now’s principles. You believe that business has a role to play in protecting our democracy and that every citizen deserves an equitable opportunity to engage in our democracy.
● You easily communicate in a virtual environment. You present yourself professionally on all platforms and are a confident written and verbal communicator.
● You are excited to work in a startup environment, where priorities can change at any moment and proactivity, flexibility, teamwork, and a growth mindset are critical.
● You can be a “juggler” and also be detailed-oriented. You are able to manage multiple projects and competing priorities while also sweating the small details.
● You know why racial equity matters. You can explain why Black Lives Matter, while also recognizing that people are at different places in their journey towards cultural proficiency.
● You are open to feedback, eager to grow and you bring your best to everything you do.

KEY PROJECTS / RESPONSIBILITIES
Business & Member Engagement Intern
● Help develop and execute programming for our members, in partnership with academic and business leaders in our network.
● Spearhead event marketing and communications efforts for member events and programming, including development of event marketing strategy, communications, and timelines.
● Coordinate member followup and track recruitment pipeline post-event.
● Help coordinate meetings and communications for CEOs and business leaders that are part of our Business and Democracy and Voting Rights task forces.
● Support team with development of comprehensive member engagement and growth strategy and communications materials.

**Business Operations Intern**
● Design and implement a knowledge management system (e.g., organize our shared drives)
● Systematize our KPIs tracking processes, to ensure we are making steady progress towards our goals
● Analyze membership data to identify insights that help us better engage members and grow our members, track & follow up with membership dues payments
● Support our finance function: update forecasts, pay invoices

**Analysis & Policy Intern**
● Conducting primary and secondary research and compiling the results, in either prose or PPT slides
● Building out analytical tools in an industry-standard self service analytics platform (i.e. tableau, Data Studio)
● Be comfortable learning new analytical tools and techniques and applying them to novel situations
● Be ready to actively participate in meetings with LNP stakeholders revolving around the development and execution of LNP's policy initiatives.
● Comfortable conceptualizing and pitching relevant analytical and policy related proposals.

**General (all interns)**
● Support our virtual events, by promoting events, being active participants, and tracking follow ups
● Tracking current events and their impact our priority issue areas, candidates, and members
● **Attend partner events and conferences to represent the organization, take notes, and present key insights to our membership/team**

**QUALIFICATIONS**

- **General**
  ○ Current college or graduate student (or recent graduate)
  ○ Passionate about democracy, policy solutions, and improving our political system

- **Business & Member engagement**
  ○ Detail oriented
  ○ Strong writing and communications skills
  ○ CRM a plus

- **Business Operations**
  ○ Fluency in microsoft excel or google sheets (you know what Index() and Match() do, and how to use them together)
  ○ Engineering, operations, or system design experience or coursework preferred
  ○ CRM a plus
• Policy & Analysis
  ○ Some quantitative analytical expertise or coursework required

Location is remote.

**HOW TO APPLY**
To be considered, please fill out our [Expression of Interest form](#). Promising candidates will be contacted for interviews.

*The Leadership Now Project believes that diversity is an asset. We seek to recruit, develop and retain the most talented people we can find. All qualified applicants will receive consideration for employment without regard to race, ethnicity, national origin, age, sex, religion, disability, sexual orientation, marital or familial status, veteran status, gender identity or expression, or any other basis protected by local, state, or federal law.*