

# Tech Futures Group - Berkeley

## **INTERN DESCRIPTION:**

Tech Futures Group (TFG) is a free advisory board for startups and small, established tech companies in northern California. TFG advisors are seasoned executives and entrepreneurs, who provide advice in the areas of intellectual property, angel and venture capital, crowdfunding, financial modeling/projections, talent acquisition, government technology grants (SBIR/STTR), manufacturing, and go-to-market strategies, who plug clients into TFG's expanding ecosystem of specialists and strategic partners as well their own personal networks. The intern will sit at the hub of the Norcal SBDC start-up community.

## **RESPONSIBILITIES:**

The intern will be expected to help TFG complete two of the following projects:

- Social media promotion on LinkedIn, Twitter and other relevant platforms.
- Create additional content to promote services, and milestones.
- Contact clients to discuss how they might be better helped by TFG.

As well as these day-to-day tasks:

- Use TFG's CRM to pull client and milestone data as needed.
- Participate in the admissions process by conducting Internet searches on prospective clients and give opinions on their likelihood of success.
- Generate lists for marketing and sourcing the best clients including finding events for TFG staff to attend, school programs/competitions, and potential clients in the TFG service area.

## **REQUIREMENTS:**

In order to be successful, an intern working for Tech Futures Group should:

- Possess excellent written and verbal communication skills
- Be organized independent, adaptable, creative and analytical
- Willing to learn how represent Tech Futures Group
- Be comfortable talking to diverse people in diverse settings
- Be professional and respectful
- Research and social media promotion experience preferred