

SKIPPER AI

J.C. Skipper LLC d/b/a Skipper AI
Position Description

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01: GENERAL INFORMATION

POSITION GENERAL INFORMATION: ☒ New Position

Position Title:	Business Development Manager Intern	Target Start Date:	September 28, 2026
Department:	Discovery Team	Hours per Week:	5-12 hrs
Duration:	6 Months	Application Deadline:	September 18, 2026

Immediate Supervisor:	James Lucey
Supervisor Title:	Chief Operating Officer

COMPENSATION AND BENEFITS

Compensation: Hourly
Range: \$15-\$20 an hour, based on experience.

02: POSITION SUMMARY

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The Business Development Manager Intern at Skipper AI plays a direct role in the company's growth. This is not a shadow role. The intern will be a working member of the team, responsible for managing project-based workflows inside Langdock, Skipper AI's AI platform, while also conducting strategic client outreach, identifying qualified business opportunities, and maintaining those relationships from first contact through handoff.

This is a dual-focus role combining operational support with brand management. The Coordinator will work inside Jira, Confluence, LinkedIn, and the tools Skipper AI uses daily. On the operations side, they will manage scheduling, email, task lists, and documentation, freeing leadership to focus on growth strategy and sales. On the brand side, they will own LinkedIn presence and Skipper AI's broader digital brand, maintain communication standards, and support interview screening, ensuring the company's values are strongly represented across every channel.

The right person for this role is passionate about marketing and brand image, driven to grow Skipper AI's visibility, and just as curious about improving the internal processes a scaling

company depends on. They are exceptionally organized, a clear communicator, and understand that a clean calendar and a thoughtful LinkedIn post send the same message: Skipper AI is professional, intentional, and reliable.

Success Factors

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- Proactive and self-directed; does not wait to be told what to do
- Strong written and verbal communication skills
- Comfortable with ambiguity and a fast-moving environment
- Genuine curiosity about AI and enterprise technology
- Resilient under rejection; understands that relationship-building takes time and follow-through
- Organized; can track multiple accounts, conversations, and follow-ups without losing the thread

REQUIRED QUALIFICATIONS | POSITION COMPETENCIES & SKILLS

- Strong written communication; can research a company or person and write outreach that feels specific, not templated.
- Comfortable reaching out directly to professionals via email and LinkedIn in a strategic, professional way.
- Organized; can track multiple accounts, conversations, and follow-ups simultaneously without losing the thread.
- Self-directed and accountable; takes ownership and follows through without needing daily check-ins.
- Quick to pick up new tools; will be onboarded on Langdock, Jira, Confluence, and other platforms the team uses.
- Comfortable in an early-stage environment where priorities shift and not everything is defined yet.

PREFERRED QUALIFICATIONS

- Has completed a self-directed project outside of school or work; a side business, app, product, or initiative built and shipped independently.
- Some experience with software or technical tools; comfortable figuring things out without step-by-step guidance.
- Takes initiative; has a demonstrated track record of starting and finishing something without being assigned to do it.
- Interest in AI, enterprise software, or B2B business development.
- Prior experience with project management, CRM tools, or collaboration platforms is a plus.
- Existing professional networks are a plus, not a requirement.

03: POSITION RESPONSIBILITIES

ESSENTIAL FUNCTIONS Core responsibilities and estimated percentage of time spent on each area.	
Responsibilities	Approx. % of Time
Operations and Administrative Support • Manage Skipper leadership's calendars, schedule meetings, coordinate call times, and resolve conflicts across time zones and projects • Maintain organized records of account activity, outreach, interview notes, and opportunity status in shared tracking systems. • Contribute to internal process documentation and Discovery Team program administration. • Submit weekly self-reporting logs covering applications, interviews, outcomes, and observations. • Keep contact records organized and up to date. • Come to every team check-in with a prepared perspective, not just a status update.	30%
Brand and Marketing Communications • Conduct industry and account research to identify organizations with potential AI adoption or workflow challenges. • Maintain Skipper AI's brand voice across all written communications (email templates, LinkedIn, Confluence, external messages). • Identify real workflow problems and assess whether Skipper AI's services are a credible fit. • Introduce Skipper AI's services when the context and timing are appropriate. • Follow up professionally and consistently; ensure no active opportunity goes cold due to lack of follow-through. • Draft and send personalized outreach and manage follow-up sequences.	40%
Coordination and Liaison • Own the day-to-day coordination of active accounts from first contact through qualified handoff to Skipper AI leadership. • Maintain accurate account records: contact details, business problem, use case, stakeholders, next actions, and status. • Schedule and prepare for meetings between prospects and Skipper AI leadership. • Other duties as assigned.	20%

04: WHAT YOU WILL GAIN

- Real project management and business development experience from day one, not busywork.
- Hands-on work inside Langdock, one of the leading enterprise AI platforms.
- Direct access to Skipper AI leadership; you will not be working through layers of management.
- A formal Skipper AI credential: Business Development Manager; a title and role description you can carry on your resume and LinkedIn.
- A track record of real outcomes: client conversations opened, accounts managed, and qualified opportunities developed.
- A team of motivated people who take their work seriously and care about doing things right.

05: WORK DESIGNATION

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☒	Remote	• This position is fully remote. All core responsibilities are performed independently and do not require a fixed on-site schedule. • The team looks for opportunities to meet in person when project timelines and individual schedules align. These gatherings are intentional but informal, driven by shared momentum rather than a fixed cadence.

06: About Skipper AI & Our Values

SKIPPER AI CORE VALUES

Trust and Transparency. We communicate openly, follow through on commitments, and treat every client and colleague with honesty. Trust is the foundation of every relationship we build.

Humble Hunger. There's more to a failed task than the task itself; every mistake carries a lesson, and progress in anything is still progress forward. It's okay to be wrong, as long as you admit it. What matters is being hungry more often than you are wrong.

Have Hard Conversations. One's success in life is directly correlated to their ability to have hard conversations. Conversations are hard if you are passionate, and two passionate people in a room is a rare thing.

ABOUT SKIPPER AI

In the last year, we have worked with 8 companies, on countless projects, and have shipped things that did and didn't work. Importantly, we have captured the themes behind what leads to success or failure, and have not found a use case since those learnings did not apply.

Skipper AI exists to not skip them. We've driven 90%+ adoption not because of the platform we picked, but because we refuse to skip the intentional steps. Intentionality through change has never been more important. The tools are the easy part; it's the steps most firms rush past- the change management in between- where AI actually sticks or quietly dies.

