Internships in Business Development and Federal Procurement


Interns will gain experience in the following areas:
- Researching selected federal agencies where business opportunities are emerging,
- Connecting with procurement and contracting officers,
- Setting up meetings for business development,
- Identifying appropriate announcements and solicitations for contracting bids, and
- Supporting capability statement and proposal development.

Interns will have opportunity to observe the process of strategic planning, business networking, and cultivating relationships that lead to winning contracts. Open to rising and graduating seniors in business and content areas.

Synthesis (www.synthesisps.com) has current contracts with the Department of Health and Human Services, the U.S. Census Bureau, the Consumer Product Safety Commission, the National Oceanic and Atmospheric Administration, and others. Interns will be responsible for locating appropriate additional business opportunities at those agencies and other Federal and State government units in Education, Science & Technology, Defense, and Homeland Security.

Interns will work closely with the senior staff at Synthesis, including the CEO, Ruth Anne Gigliotti, MBA. Ms. Gigliotti is a certified program evaluator who takes an active role in Synthesis project work in the areas of strategic planning, research and evaluation, information dissemination, and publications development. She has worked with federal and private sector clients, primarily within the arenas of health and safety and public education, for more than 20 years. Synthesis is a geographically distributed company centered in the Washington, DC, and Baltimore, MD, region. Employees and consultants and coordinate with SharePoint and telecommunications but come together for business meetings and travel.

Interns will meet regularly with Dr. John Newman, the Director of Evaluations and Research, for supervision, but also have the opportunity to work from home much of the time. Dr. Newman has been a scientist, faculty member, and administrator at universities including Penn State, Southern Cal, Northwestern, and MIT. Possibility of arranging for academic credit with the intern’s home program should be explored and coordinated by the applicants as this is an unpaid internship. For supervision purposes, it would be helpful for the intern to be within commuting distance to Gettysburg, PA or Frederick, MD but it is not necessary. The work schedule is flexible.

Interested applicants should submit their cover letter & resume to:
John H. Newman, Ph. D.
Director of Evaluations and Research
Synthesis Professional Services, Inc.
4539 Metropolitan Court
Frederick, Maryland 21704
jnewman@synthesisps.com

DUE DATE – hiring on a rolling basis: 3/26 for 4/15 start date
4/30 for a summer start