



Portfolio Management Intern

The Portfolio Management Intern (PMI) provides critical and substantive support to CCLF's Portfolio Management team, marketing and technical assistance programs, enjoying a wide range of duties and responsibilities. The position supports the work of the Portfolio Management team, and it includes direct and indirect contact with and service to our applicants, borrowers, and clients. This position is for 10 – 12 weeks and a stipend will be provided.

QUALIFICATIONS

- Interest/commitment to values of community development
- Energetic, hard-working, flexible, self-motivated, detail-oriented attitude
- Strong organizational, interpersonal, and communication skills
- Ability to juggle multiple priorities
- Strong writing/editing skills
- Strong math/analytical skills
- Must be currently enrolled in College in finance, business management and operations, or entrepreneurship and small business development
- Familiarity with MS Office software package (*Word/Excel/PowerPoint/Access*) is preferred
- Must have a 3.0 GPA or higher

DUTIES/RESPONSIBILITIES

- **Reviews compliance packages received from current borrowers (40%).** Often contacts borrowers for additional and/or missing information. Updates the tracking system with the information received.
- **Conducts review and analysis of borrower financial statements and collaborates with the Asset Managers on findings (30%).** Investigates/verifies information reported on the financial statements. Writes-up due diligence findings. Creates/analyzes basic spreadsheets related to the borrower's loan(s). Reviews credit memos and attends Loan Committee meetings as needed. Tracks borrower insurance and tax compliance.
- **Assists with updating historical information pertaining to CCLF cumulative portfolio (20%).** Assist in updating CCLF's cumulative portfolio tracking and monitoring spreadsheet. Assists in contacting current and previous borrowers for updated project information.
- **Represents CCLF in the community (5%).**
Attends various workshops and meetings with other CCLF staff.
- **Other administrative duties (5%).**
 - ⇒ Schedule meetings as needed.
 - ⇒ Provides back-up clerical support to the Portfolio Management Team as needed.

The advantage of this position is that it can be, to a certain extent, tailored to the interests, skills and initiative of the applicant. For example, if the Intern wishes to have more *direct client contact* -- by attending meetings with borrowers or going on site-visits -- that can be discussed with the Vice President of Portfolio Management. In general, this position affords a rewarding opportunity to learn about the myriad challenges facing a non-profit organization engaged in community development -- and definitely looks great on a resume!



The work schedule is flexible, but generally constitutes "9-to-5" daytime hours. The PMI is also welcome and encouraged, though never required, to attend any borrower or funder award events as they arise. Intern obligations, as described in agreement, can be accommodated easily.

Supervision

The Portfolio Management Intern works will work directly with the Portfolio Management Team. The PMI will be directly responsible to and primarily supervised by the Vice President of Portfolio Management. "One-on-one" meetings with the Intern and the supervisory team will be arranged as often as desired or required.

CCLF is a collegial, small-office environment that fosters creativity and values initiative, teamwork and a sense of humor. CCLF has weekly staff check in calls to keep everyone up to date on what is going on in all aspects of the Fund. Staff members are open and friendly, and the management team is very accessible. The team will take time out to address any issues or questions, and is genuinely interested in helping the Portfolio Management Intern learn, develop new skills and get involved as much as possible.

Interested candidates should email resume to: jobs@cclfchicago.org