**About the 2022 IMPACT Summer Internship Program**

IMPACT Community Capital LLC ("IMPACT") is pleased to continue its annual Summer Internship Program ("Program") for the summer of 2022.

IMPACT, through a wholly-owned subsidiary, is an SEC-registered investment adviser, unique in the investment advisory space. Founded by leading insurance companies, every one of our investments seeks social impact alongside market returns. Since our inception in 1998, we have originated more than $2 billion of investments in affordable housing, childcare centers, job growth and other community development in underserved communities. Our owners are, Pacific Life, Farmers, Allstate, 21st Century, Nuveen and Nationwide.

The Program's objective is to provide students, interested in a career in finance that is aligned with their values, an introduction to impact investing within an institutional investment management setting. We are passionate about investing for impact and want to attract the best and brightest to our industry, especially those that share our desire to make a difference. Equally important is our commitment to fostering a diverse, inclusive, and equitable working environment that embraces individuals from all backgrounds who can bring unique skills, experiences and perspectives to IMPACT's work and the financial services industry. Students from traditionally underrepresented backgrounds are highly encouraged to apply.

The Program seeks graduate students majoring in finance, economics or accounting who are interested in gaining experience in investing, capital markets, and/or investment management with the focus on impact investing. The internship will provide an opportunity to build skills in investment origination and management through project work performed with the team at IMPACT. The intern will be under supervision and mentorship of experienced investment professionals. The intern will assist the various IMPACT teams by participating in projects involving asset origination, financial analysis, client presentations, fund marketing, accounting and structuring. Students will have opportunities to work with the investment, accounting and legal teams. The Program will last 10 to 12 weeks during the summer of 2022 and will pay the intern a salary based on the intern's prior relevant experience and qualifications.

**Job Description**

## I. Eligibility

Ideal candidates have a strong interest in learning more about values-aligned investing and are interested in pursuing investment management or impact investing careers upon graduation. Students will be responsible for commuting to our office in the Financial District in San Francisco, CA (subject to then-current San Francisco public health orders in response to COVID-19). This internship does not follow with a permanent job offer pending graduation of the student.

## II. Minimum Requirements

- Must be authorized to work in the U.S.
- Must be at least 18 years of age.
- Currently enrolled in a graduate program at an accredited university or college studying finance, economics, accounting or business management.
- Must have a working knowledge of standard office software packages (Word, Excel, PowerPoint, Adobe, etc.).
- Must have excellent communication, interpersonal and organizational skills.
- Must possess a "can-do" attitude and teamwork orientation.

## III. Job Responsibilities

- Support impact data collection, management and reporting
- Assist in loan underwriting by performing data collection, analysis, and reporting of interest rate
- Support the preparation of financial statements and related reports
- Assist with calculation and reconciliation of accounts payables, revenue and expenses
- Perform market research for potential investors and impact investment industry trends
- Assist with generating content for marketing materials, company website and social media
- Assist with preparations for client presentations and marketing materials
- Coordinate legal review of marketing materials and contracts

## IV. Application Process

### A. Please submit a resume that includes:

- Name and contact information
- School and anticipated year of graduation
- Major; minor (if applicable)

- Current GPA
- Any awards and honors received
- Any volunteer or work experience (e.g., community service, clubs, organizations, etc.)
- Any leadership roles
- Relevant skills and strengths

**B. Additionally, please prepare a cover letter detailing responses to the following questions:**

- What interests you about the IMPACT Program?
- What are your career goals?
- How do you think this Program will help you achieve your career goals?

## V. Application Timeline

- October 18 – Applications open.
    - Students will be considered on a first-come, first-served basis, so please do not delay in submitting your application.
- November 30 – Applications close.
- December - January: Interview process.
    - Interviews will be conducted in person or through video conference, depending on local and state regulations on reopening offices.
    - Interviews will last approximately 2 hours and will be conducted by the management team at IMPACT.
- February: Offers out and accepted.

IMPACT is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws. We also consider qualified applicants with criminal histories, consistent with the San Francisco Fair Chance Ordinance and other applicable law.