



CITY FIRST ENTERPRISES INTERNSHIP PROGRAM

City First Enterprises (CFE) is a nonprofit bank holding company and an incubator of social finance solutions located in Washington, DC, that promotes social justice by increasing economic access and expanding opportunity for low-wealth communities. CFE has launched City First Bank, City First Homes and City First New Markets Tax Credit Venture Fund. In total, the City First family has financed over 5,000 units of affordable housing, 7,000 school seats, and 3,400 jobs. City First Enterprises is proud to be supported by a White House Social Innovation Fund and to join a class of the most innovative and effective nonprofits in the nation.

Our mission is to promote social justice by increasing economic access and expanding opportunity for low-wealth communities. We do this by developing and supporting dynamic solutions that channel capital and services to people and places without access, to decrease inequity and increase justice.

City First Enterprises welcomes undergraduate and graduate students interested in internship opportunities with any of our programs: Impact Investment, Community Wealth Building Initiative, and City First Homes. CFE offers Interns work experience that allows for personal and professional development.

To apply, please submit a thoughtful cover letter describing your qualifications, ideal role and why you are interested in joining the City First team, along with your resume to info@cfhomes.org with “Internship” as the subject.



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Impact Investment Program Intern

Internship Snapshot

- ◆ Fall/Spring/Summer
- ◆ Temporary
- ◆ Unpaid
- ◆ Not Benefits eligible
- ◆ Part Time (10-20 hrs/wk)

Duties and Responsibilities

The Program Intern will provide support to CFE/CFH Staff by conducting in-depth research and writing for specific sectors in the social finance/impact investing space. The Intern will assist in the financial analysis of budgets and expenses. Position will work closely with the Senior Vice President and Associate Vice President.

Duties and responsibilities are encapsulated in following abilities:

- Identifies financial status by comparing and analyzing actual results with plans and forecasts.
- Improves financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.
- Reconciles transactions by comparing and correcting data.
- Maintains database by entering, verifying, and backing up data.
- Recommends actions by analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials.
- Increases productivity by developing automated accounting applications; coordinating information requirements.
- Protects operations by keeping financial information confidential.
- Process documentation: Helping to create documentation for newly implemented processes

- Costing/Pricing: Assist management in gathering pricing on certain assets, as well as to identify opportunities for cost reduction and process improvement
- Prepare accurate and timely analysis and report actual financial performance versus budgets and forecasts

In addition, the Program Intern is responsible for all other duties as assigned. Responsibilities will vary based on specific program needs during the term of the internship and the candidate's background and interests.

Qualifications

- Current graduate or undergraduate student in Finance, Business, Economics, International Studies, or related field with an interest in impact investing, social finance or corporate responsibility
- Passion for our mission and work
- Excellent organizational, problem-solving and data gathering skills and strong comfort with research and analysis
- Ability to be proactive and demonstrate initiative; high comfort working independently and as part of a team
- Ability to prioritize, plan ahead and anticipate work that needs to be done
- Strong work ethic, "can-do" spirit, and willingness to work longer hours as circumstances require.
- Flexibility and resourcefulness; adaptability to changing needs and demands
- Excellent written and oral communication skills, including comfort with making presentations
- High level of proficiency with Microsoft Word, Excel, PowerPoint, and Outlook, and deep understanding of social media and comfort with technology
- Familiarity with Salesforce, loan service, and/or real estate is a plus.