



Job Title: Intern, Knowledge Sharing

Supervisor's Title: Senior Associate, Knowledge Sharing

Company Summary

Opportunity Finance Network is a national financial institution serving the community development finance industry. It is a leadership organization in a growing and rapidly changing industry. Founded in 1985, Opportunity Finance Network represents approximately 170 private financial institutions that have originated more than \$23.5 billion in financing benefiting low-income and low-wealth people, communities, and markets. That financing has resulted in more than 630,000 quality affordable homes, more than 290,000 jobs, and tens of millions of square feet of community and nonprofit facility space. Opportunity Finance Network provides financing, training, consulting, and advocacy services to our members and the industry.

To learn more, visit www.opportunityfinance.net.

Position Summary

Opportunity Finance Network seeks a graduate student or a college senior to serve as an intern with the Knowledge Sharing Department. The intern's primary responsibilities are to: (1) collect and analyze data on the Community Development Financial Institution (CDFI) industry through Opportunity Finance Network's Annual Member Survey and quarterly CDFI Market Conditions Surveys, and (2) provide additional support to the knowledge sharing team. Opportunity Finance Network's data collection tracks information on CDFI capitalization, financing, operations and impact, and is critical to all aspects of our business. The intern will review individual surveys comparing them to CDFI financial statements, speak with all survey respondents, analyze the consolidated dataset in aggregate and by various peer groups and provide assistance in writing reports on the data collected. This is a wonderful opportunity to learn about all aspects of the CDFI industry.

Requirements:

Strong financial analysis skills. Strong communications skills. Strong proficiency with MS Office Products (especially Excel). Attention to detail is critical. Business students may be best suited for this position. Intern must support Opportunity Finance Network's vision of a world where all people experience social, economic, and political justice and so have the opportunity to act in the best interests of their communities, themselves, and future generations.

The internship will run from June through August. The Intern will earn up to \$3,000 stipend for the summer. Hours are flexible. The Intern may have the opportunity to continue at Opportunity Finance Network on a part-time basis in the fall.

Interested parties should submit a letter of interest along with a resume to:

Search: Knowledge Sharing Intern
Opportunity Finance Network
620 Chestnut Street Suite 572
Philadelphia, PA 19106

Or email: hr_resume@opportunityfinance.net