

Internship Announcement: Summer Lending Intern

About RSF Social Finance:

Located in the beautiful and historic Presidio of San Francisco, RSF Social Finance is a pioneering non-profit organization dedicated to using the tools of finance to bring about positive, real-world change. Our goal is not only to make capital available to innovative projects, it's also to fundamentally transform the way the world works with money. RSF supports a broad range of non-profit and for-profit social enterprises in the fields of Food & Agriculture, Education & the Arts, and Ecological Stewardship. Primary services include our investing and lending programs, and philanthropic fund management services. In partnership with our investors and donors, RSF has made over \$200 million in loans and over \$90 million in grants since 1984, placing us in the top tier of social finance organizations worldwide. Underlying all of our work is a spirited conversation about the role that money can play in the development of humanity. Please refer to our website: www.rsfsocialfinance.org.

Position Summary:

Working in conjunction with the Lending Managers and the Sr. Manager Credit and Portfolio Management, the Summer Lending Intern will participate in underwriting new loans, amendments and extensions of existing loans, and provide superior customer service to a portfolio of existing borrowers. The underwriting responsibilities include supporting credit memoranda writing, due diligence and assistance with the loan documentation and closing process. The portfolio maintenance responsibilities include assistance with monitoring borrower financial performance and compliance with financial and reporting covenants.

Essential Duties & Responsibilities:

Underwriting – 50%

- Assist the Lending Team with new loan inquiries.
- Evaluate prospects for mission fit and financial fit including cash flow analysis, collateral evaluation and industry research.
- Provide support to the Lending Managers and Sr. Manager Credit and Portfolio Management in preparing credit memos for new and existing clients.
- Actively participate in the loan review, due diligence and coordinated closing activity for assigned loans.

Portfolio Maintenance – 40%

- Conduct regular and timely review of client's covenant and reporting requirements including analyzing borrowing base certificates along with accounts receivable and inventory reports.
- Evaluate clients' operating performance/financial condition and proactively identify issues and opportunities.

- Identify policy exceptions and make recommendations that mitigate credit risks or remedy the exceptions
- Along with a Lending Manager, assume Relationship Manager role and responsibility for borrowing clients, including possible site visits.
- Coordinating with documentation department on prioritizing closings and other documentation needs.
- Provide excellent customer service to clients.

Other – 10%

- Engage in activities to maintain and improve skill set.
- Know and adhere to all RSF policies.
- Assist Lending Managers in business development activities
- Perform other duties as assigned.

Compensation:

This is a paid position and interns will receive a modest monthly stipend.

Knowledge, Skills, and Abilities:

The successful candidate will have:

- An undergraduate degree is required, preferably in Business Administration or Finance. Must be currently enrolled in a graduate school program.
- One or more years of relevant commercial transaction lending experience preferred, including asset and cash flow based credit analysis skills and financial modeling skills. Familiarity with non-profit accounting is a plus.
- Strong oral and written communication skills, including the ability to produce credit memoranda for approval, articulate RSF's lending philosophy and loan products, and the ability to converse effectively by telephone with potential and existing clients
- Must have a solid grasp of accounting, basic credit analysis, and financial modeling.
- The ability to effectively use standard business software such as Microsoft Office; and to use the Internet for research and information-gathering
- Last, but far from least, we are seeking someone with an open, enthusiastic, and helpful spirit, deeply interested in the quality of human relationships, and issues of social importance

Application Instructions:

Please submit your resume via e-mail to HR@rsfsocialfinance.org by **March 15, 2012** along with a thoughtful cover letter explaining why you are interested in the mission/values/activities of RSF Social Finance and why you are qualified for this position. In the e-mail subject line please write "Summer Internship". No phone calls please.