



THE DENVER FOUNDATION

Community Enterprise Development Services

Address:

1450 South Havana Street
Suite # 504
Aurora CO 80012

Access/Accommodations Available:

Offices are accessible for persons with disabilities and accommodations will be made for candidates with special needs.

Will intern be expected to use their car for this position?

An intern would not need their own transportation to perform daily duties.

Mission:

The mission of CEDS is to support the American Dream of financial self-sufficiency, by assisting refugees, immigrants, and those from underserved communities in Metro Denver who desire to own or strengthen businesses, develop assets, and empower themselves financially.

General Description of Work:

As a member of the Investment Team, the intern will assist in the delivery of CEDS' core work. In particular, the core work may be broken down into five categories: underwriting, closing, servicing, technical assistance (TA), and outreach. Underwriting entails financial analysis, assessing business plan viability, and conducting reference checks. Loan closing (when the note is fully executed) involves drafting legal documents, and perfecting collateral. Loan servicing involves sending payment reminders and booking payments. Second to those, are TA provisions to clients (such as social media marketing, identify cost savings), and conducting outreach (meeting directly with potential applicants, explaining who is CEDS). The intern will assist staff in these five areas: underwriting, loan closings, servicing of loans, technical assistance, and outreach.

Specific Responsibilities:

- Assist with loan underwriting, which includes financial analysis, assessing business plan viability, pulling credit reports, and preparing loan packages for credit committee.
- Assist with loan closings, which includes drafting promissory notes, assembling regulatory documentation, processing loan disbursements checks; as well as assist in providing loan agreement/promissory note training to clients, and perfecting collateral.
- Assist with loan servicing which entails sending payment reminders, receiving manual payments, and booking payments in the loan management system and provide TA(both in the pre- and post- loan stages) to address those areas.
- Working directly with clients to identify knowledge gaps and provide aligned-TA (both in the pre- and post-loan stages).
- Supporting, planning, and executing outreach events, which involves direct client interaction, and real time business assessments.
- Other duties as assigned by CEDS staff.

Student Qualities/Experiences Desired:



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Candidates should have a passion for socially-driven work, and an interest in microfinance or impact investing. Ideally candidates would have an interest in foreign cultures or working with foreign-born populations. Intern should be self-motivated, intellectually curious, and committed to providing high quality work. Candidate with an understanding of financial statements, business plans, or entrepreneurship is a plus as well as those with proficient understanding of accounting and/or who can speak a second language.

Typical Work Schedule:

CEDS is open between 8:30am and 5:00pm (Monday thru Friday).

Work Outside of Typical Schedule:

At times, due to its client base, outreach events may occur in the evenings or weekends. While not mandatory, we'd encourage the intern to participate to enhance their presentation and client engagement skills.