



Position

2022 National Portfolio Intern

About GreenLight Fund

Since its founding in 2004, the GreenLight Fund has worked at the intersection of social innovation and community need. GreenLight is focused on identifying the most urgent barriers to economic mobility for residents experiencing poverty in its sites and addressing them by bringing in social innovations that have proven impact. GreenLight does this by running a process that brings together key leaders and people with lived experience to:

- Identify critical, unmet needs
- Find and bring into the community innovative and entrepreneurial social programs that can have a significant, measurable impact addressing those needs, and
- Galvanize local support to help programs reach and sustain impact in the new city

GreenLight runs this process in its ten sites: Atlanta, Baltimore, Boston, Charlotte, Cincinnati, Detroit, Kansas City, Philadelphia, San Francisco Bay Area and the Twin Cities. Collectively, portfolio organizations across the sites are reaching more than 384,000 individuals annually with proven, life-changing programs.

Each GreenLight Fund site is supported by a coalition of 30-50 investors providing multi-year support to underwrite five years of operations and three to four portfolio organizations. Additionally, GreenLight Fund raises philanthropic support to underwrite its operations nationally through a similar investor coalition approach.

To learn more about the GreenLight Fund, please visit www.greenlightfund.org.

About the Position

GreenLight's National Portfolio team, a mighty team of three, supports our ten site teams across the country in discovering new organizations and conducting due diligence, and managing data and learnings from our portfolio and the broader sector. We have recently launched a new program management system, Apricot, which houses much of our historic diligence and data.

The National Portfolio team seeks a 2022 Intern to support and drive projects in research, analysis and design. We envision the Intern completing the following projects (and more).

- Diligence Hub: updating our existing diligence hub and identifying trends/learnings
- Replication Models: researching and identifying diligence tools for assessing tech nonprofits and affiliate / technical assistance models
- Data Analysis: conducting analysis of existing and expected data from our portfolio in areas such as outputs/outcomes, selection cycle length/diversity, and revenue

- Sector Learnings: supporting the National Portfolio Team in crafting a learning agenda for 2022 based on changes in the sector e.g. continuing impact of COVID-19, appetite/ability for nonprofits to expand, trust-based philanthropy, new types of expansion models, etc.
- Additional Project(s): we also will work with the Intern to design additional projects based on personal/professional development and alignment with GreenLight

Qualifications

- Must be at least a senior undergraduate student or completed at least one semester of their graduate program
- Demonstrated passion for our mission and communities is required via a combination of lived experience, education, and/or work experience
- Research experience is required and a plus if conducted in the nonprofit/social impact sector
- Data analysis experience is required and a plus if you have experience analyzing and synthesizing large amounts of financial/performance data, building dashboards/visualizing data

Location and Compensation

Remote – note that the National Portfolio team operates on PST but we can easily accommodate an intern in another time zone. Compensation for the role will be \$20-25/hour DOE.

Commitment and Tenure

We are seeking an intern who would be available to begin December 2021 through May 2022 for a total of 6 months, for an estimated 20-30 hours/week. Depending on the availability of projects, there would be a possibility of extending this internship.

Please send your resume with the title description **2022 National Portfolio Internship Application** to the National Portfolio Associate, Ray Hailey rhailey@greenlightfund.org.