



www.primeimpactfund.com

Prime Impact Fund Intern - Investment Operations

Location: Cambridge, MA (potentially remote)

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About Prime Impact Fund:

Prime Impact Fund invests in transformative technology companies with the potential for gigaton-scale climate impact. Drawing on catalytic capital with a long-term lens, the fund is purpose-built to support high-risk, high-reward ventures at the earliest stages. Prime Impact Fund is a program of Prime Coalition, a 501(c)(3) public charity. Learn more at www.primeimpactfund.com. Prime Management Company is an equal opportunity employer with an intentional focus on diversity, equity, and inclusion. Applicants from backgrounds which are underrepresented in venture capital are especially encouraged to apply.

Internship Description:

We are seeking outstanding Prime Interns for Fall 2020 to support Prime Impact Fund's investment operations. This is an opportunity to be part of a small and dynamic team innovating at the forefront of investing, philanthropy, and technology commercialization. The position has the potential to be extended beyond an initial Fall 2020 period depending on Prime's needs and the selected Intern's academic schedule.

Primary Responsibilities:

The Intern's overarching responsibility will be to assist in identifying, screening, and evaluating companies for potential investment from Prime, and to support operations in service of the identifying and screening process.

Primary tasks include:

- Screening of investment opportunities for consideration by Prime Impact Fund, based on quality of technology and team, potential for impact, and fit for catalytic capital.
- Assisting in analysis of investment opportunities and preparation of diligence materials, as needed.
- Expanding and maintaining the set of pipeline partners that contribute to Prime's investment funnel and simplifying regular communications with those partners to facilitate their additions to Prime's funnel.
- Assist in research for and formulation of investment thesis topic areas for Prime Impact Fund, depending on current firm priorities.
- Updating Prime's registry of climate-focused early-stage ventures and working closely with the Prime Impact Fund team to configure the registry for ease of use. This may include writing scripts to incorporate companies from online databases (e.g. Cleantech Group's i3 database) and those inbound from Prime's website, filtering in relevant companies from incubator portfolios, business plan competitions, and government funding logs.

Desired Qualifications

- Pursuing undergraduate or master's degree (including MBAs), and/or relevant work experience in energy, climate, startups, science, engineering, finance, and/or philanthropy—technical background preferred
- Exceptionally organized and technologically proficient, with demonstrated ability to design new work systems for organizational efficiency
- Highly mission-oriented
- Ability to work independently and take initiative on self-directed projects
- Ability to represent Prime with utmost professionalism and to cultivate fruitful relationships with internal and external stakeholders
- Excellent oral and written communication abilities
- Highly collaborative and team-oriented

Hours & Compensation

- Fall internship positions are 20 hours per week.
- Students in Massachusetts and state residents may apply for funding through the [Massachusetts Clean Energy Center](#). Candidates are also encouraged to apply for internship funding through external sources, including their colleges and universities.
- Students participating in the Prime Impact Fund internship may be eligible for academic credit. Interns will work together with Prime Impact Fund staff to structure this arrangement at their specific institution(s).

To be considered for an internship, please complete our [application form](#). Applications will be reviewed on a rolling basis until the positions are filled.