

POSITION: Business Lending Internship

DEPARTMENT: Financial Services – Business Lending

REPORTS TO: Vice President, Business Lending

ORGANIZATIONAL DESCRIPTION:

Philadelphia Industrial Development Corporation (PIDC) is Philadelphia's public-private economic development corporation. Our mission is to spur investment, support business growth, and foster developments that create jobs, revitalize neighborhoods and drive growth to every corner of Philadelphia. We offer flexible financing tools, a targeted portfolio of industrial and commercial real estate, and decades of Philadelphia-based knowledge to help our clients invest, develop and grow. PIDC works with companies of all sizes in every area of Philadelphia. We work on projects big and small with businesses, developers and non-profits in every sector.

Over the past 60 years, PIDC has settled over 7,300 transactions with a diverse range of clients – including more than \$17 billion of financing and more than 3,245 acres of land sales – which have leveraged over \$28.7 billion in total investment and assisted in retaining and creating hundreds of thousands of jobs in Philadelphia. Its direct loan and managed third-party portfolio at year-end 2019 were more than \$518 million, representing 499 loans.

POSITION RESPONSIBILITIES:

1. Underwriting Analysis

Assist the Business Lending team in compiling and evaluating applications for small businesses requesting financing. Specific responsibilities may include completing documentation checklists, industry analyses, competition assessment, reference checks, credit report reviews and spreading financial statements.

2. Business Development Support

Support the Business Lending team with client intake and screening, meeting scheduling, list generation for targeted outreach areas, CRM data entry support and other marketing and/or project-related support. Evaluate the performance and overall outcomes driven by the Business Lending's 2019 summer discount special.

3. Database Entry, Verification, and Management

Assist the Business Lending team in entering and verifying both old and new client data as well as transferring the necessary closing files for each client to the documentation management system. All loan files from 2019 shall be converted to the document management system.

4. Other Special Projects

Assist the Business Lending team in completing other special projects as needed and attending initial client meetings when appropriate.

MINIMUM QUALIFICATIONS:

- Undergraduate or Graduate student with relevant work experience and/or coursework in economic/community development, finance, or policy.
- Excellent oral and written communication skills.
- Strong research and analytical skills including a high level of competency with spreadsheets, databases, power point, word processing, and e-mail applications.
- Detail oriented and highly organized.

APPLICATION PROCESS:

Interested applicants should electronically submit a cover letter and resume by no later than Friday, April 10, 2020 to:

Marquis Tavon Upshur, PHR, SHRM-CP
Vice President, Human Resources
Philadelphia Industrial Development Corporation (PIDC)
mupshur@PIDCphila.com

PIDC promotes a culture of inclusion and does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, veteran status or any other legally protected factor.