

POSITION: Portfolio Analysis and Reporting Intern

DEPARTMENT: Accounting and Financial Reporting

REPORTS TO: Director – Portfolio Analysis and Reporting

ORGANIZATIONAL DESCRIPTION:

Philadelphia Industrial Development Corporation (PIDC) is Philadelphia's public-private economic development corporation. As a private, non-profit organization founded in 1958 as a partnership of the City of Philadelphia and the Chamber of Commerce for Greater Philadelphia, 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 62 years, PIDC has settled over 7,500 transactions with a diverse range of clients – including more than \$17 billion of financing and more than 3,200 acres of land sales – which have leveraged over \$30 billion in total investment and assisted in retaining and creating hundreds of thousands of jobs in Philadelphia.

POSITION RESPONSIBILITIES:

PIDC is seeking an individual with superior analytical and critical thinking skills to assist with the specific projects detailed below, as well as general departmental responsibilities and projects.

- Gather data and prepare loan portfolio and impact reports for staff, the Board, external funders, and rating agencies
- Complete special projects measuring the risk and impact of PIDC's small business lending, real estate finance, and business support services activities
- Request and review documents to determine borrower compliance with loan covenants
- Clean up and validate data on PIDC information systems
- Analyze survey results of Small Business Relief Fund recipients
- Provide research support on additional requested topics as needed

MINIMUM QUALIFICATIONS:

- Student must be enrolled in and/or planning to continue their academic studies at an accredited 4-year college and/or university
- Undergraduate or Graduate student with relevant work experience and/or coursework in economic/community development, finance, data management and analytics, or policy
- Strong research and analytical skills including a high level of competency with spreadsheets and databases
- Understanding of how small data points fit into the larger picture and the importance of data integrity

- Ability to use data to tell a story using excellent oral and written communication skills
- Highly organized and able to execute tasks in a timely manner with attention to detail
- Proficiency with Microsoft Office including Access, Excel, PowerPoint, and Word
- Coursework or work experience in finance is preferred
- Data management and project management experience is a plus
- Experience using Salesforce, Tableau, GIS, Adobe Creative Suite, and survey platforms such as a plus

The selected candidate will be expected to work 12-15 hours a week during the school year with the option to extend the internship into the summer. PIDC is working remotely during this time.

APPLICATION PROCESS:

Interested intern applicants should submit a cover letter and resume electronically 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.