

Venture Investing: Business Operations

Over the course of an eight-week paid internship in the summer of 2022, Emerson Collective will catalyze an extraordinary and talented group of college students through mentorship, enriching programs, and meaningful work experience.

Interns for the EC Internship will work out of the Emerson Collective offices in Palo Alto, California or Washington, D.C., with some exceptions for a small number of teams.

Interns work across teams on a wide range of issues. Summer interns will also participate in weekly programming designed to develop leadership capacity and build professional networks.

Scope

**This is a 6-month internship running from June 13, 2022, to December 17, 2022. The summer portion will align with the ECYC program and 40 hours per week is expected during this 8-week period. Fall hours are more flexible with a minimum commitment of 10 hours per week.*

The Venture Investing team invests in mission-driven leaders, building technology companies that are creating innovative solutions to the world's biggest problems. The companies are at the intersection of positive financial returns and scalable long-term social impact. We invest in the following sectors and more: financial technology, digital health, oncology, climate and sustainability, education technology, the future of work, and digital media.

The Business Operations group partners with the Venture Investing team and portfolio companies to ensure that the team has access to high-quality data and systems that empowers them to do their best work. The Business Operations intern will work collaboratively with other Venture team members and cross-functionally across Emerson Collective, and will help Emerson Collective's Venture Investing team through an assortment of projects that span multiple sectors and topics that include, but are not limited to:

- Building and maintaining data dashboards that produce actionable insights across our tech stack (including Salesforce, Aumni, Addepar, iLEVEL, Pitchbook, and more)

- Creating systems that empower the team to make high quality decisions, for example, highlighting top priority prospects who haven't fundraised in over 6 months so the team can get ahead of competitive investment opportunities
- Data analysis and presentation related to the performance of our investment portfolio
- Researching and implementing best practices for capturing data throughout the investment pipeline
- Exposure to venture capital funding and financials through quarterly portfolio reviews

Past Business Operations intern projects have included building a dashboard to track team KPI's, such as how many investment opportunities we review each quarter, portfolio company survey analysis, and a landscape analysis of software solutions to team pain points. You will be coached on the skills needed to accomplish projects. We are seeking individuals who are detail oriented, have experience with quantitative research and data analysis, can organize information in a coherent way, are comfortable with working iteratively, and are strong collaborators. Experience with financial statements is a plus. Venture investing interns will learn how to use our systems and tools. Rising juniors or seniors are strongly preferred.

The Venture Investments Business Operations intern will work at Emerson Collective offices in San Francisco and/or Palo Alto.

Qualifications

- All interns may encounter sensitive information and are expected to maintain a high level of discretion and confidentiality.
- Flexible and adaptive work ethic; all interns will contribute to special projects across different teams as they arise.
- Competent problem solving and confident self-starting skills
- You're passionate about social impact, particularly fighting poverty, improving schools, making government work well for all, environment, and/or immigrants' rights.
- You're intellectually curious. You love learning new things. You learn quickly and independently. You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.
- You're creative and resourceful when solving problems or completing tasks.
- You have exceptional organization skills. You have strong prioritization skills, including time management and project management skills, and always follow through.
- You have excellent written and oral communication skills, including the ability to develop materials for internal and external audiences. You can communicate complex information clearly and concisely with everyone in the organization and with external stakeholders.



2022 Intern Job Description

- You maintain a team-oriented approach and thrive in entrepreneurial, dynamic environments. You're comfortable taking on new tasks or projects with little direction and adjusting course quickly in response to feedback.
- You have high standards for accuracy, quality, and integrity.
- You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.

Location

- San Francisco, California and/or Palo Alto, California

Compensation

This is a paid internship that offers both housing and travel stipends.

Questions

Please direct any questions to internship@emersoncollective.com

Students: [Click here to apply](#)