

The Black Business Investment Fund is seeking to hire paid Interns and recent college graduates that are interested in a career in the Financial Services Industry, for the following positions:

loan officers, technical assistance officers, accounting, marketing, compliance, loan processing, and underwriting

If you are interested in a position, please email your resume to: Mrs. Donna Dingle;
ddingle@bbif.com

Organization Background

Black Business Investment Fund (BBIF) is a mission-driven Community Development Financial Institution (CDFI) that helps businesses thrive by providing loan capital and financial technical assistance to Black Indigenous and People of Color (BIPOC) and underserved businesses with a target market focus to Black businesses. Through our Community Development Enterprise (CDE) we create economic development opportunities for low-income communities through investments in real estate and facilities throughout Florida. Key to our success has been our deep sense of purpose, a broad perspective, and a consistent focus on achieving positive results by working to mission. The BBIF organization has \$143 million in total assets under management.

BBIF is headquartered in Orlando with satellite offices in Miami-Broward, Jacksonville and Tampa; and is Florida's largest statewide lender to minority businesses. Since 1988, we have made over \$85 million in small business loans to over 850 businesses and leveraged over \$94 million in community investments creating and sustaining over 17,500 jobs.

We are a U.S. Department of the Treasury certified Community Development Financial Institution (CDFI) and Community Development Enterprise (CDE), a Small Business Administration (SBA), Community Advantage and Micro lender, a member of the Opportunity Finance Network, the Expanding Black Business Initiative, the Alliance of African American CDFI CEOs, the Association of Enterprise Opportunity and an awardee of \$148.5 million in New Market Tax Credits. **Learn more at www.bbif.com.**

Intern - Job Description (All jobs are Virtual positions)

The Internship and Junior positions are entry level positions that will provide training to students and recent college graduates that want to establish careers in the Financial Services Industry. These positions will help to provide our CORE services of loans and financial technical assistance, in BBIF's various geographic territories to our target market client. BBIF's target market clients are Black, Indigenous, and People of Color (BIPOC) businesses and underserved small businesses with a targeted focus to Black businesses.

VARIOUS POSITION RESPONSIBILITIES:

- Solicit new loan clients by participating in telephone, zoom calls and webinars to develop new business clients and to expand or retain existing business relationships
- Develop and expand relationships with key partners for the purpose of soliciting client referrals
- Explain and educate potential customers regarding BBIF's different types of loans and financial technical assistance services
- Communicate with applicants to obtain complete documents for business loan applications
- Work with clients through the application and pre-analysis process helping to get appropriate business documents
- Advise and assist clients to complete BBIF loan applications virtually online. All loans will receive formalized underwriting in the Orlando office by the commercial underwriter
- Work with BBIF's Technical Assistance department to provide virtually technical assistance services to clients
- Helping to develop marketing services to expand in various geographic market
- Participate in webinar presentations and virtual community outreach events
- Fact checking accounting data, recording financial transactions, tracking payroll data
- Doing bank reconciliations
- Create marketing campaigns, help develop marketing strategies and social media campaign
- Learning to analyze and underwrite a customer's business information
- Working to ensure that company policies are complying of regulatory and legal requirements
- This job description is not intended to be all-inclusive
- CONFIDENTIALITY OF COMPANY INFORMATION IS REQUIRED

EXPERIENCE AND EDUCATION

- AA or AS degree; in pursuit of bachelor's degree; Bachelor's or master's degree in business, marketing, management, finance, accounting, or economics, preferred
- Experience using Microsoft program suite, a plus

SKILLS AND ATTRIBUTES DESIRED

- Excellent oral and written communication and presentation skills
- Critical thinking ability to use logic and reasoning to recommend and make decisions
- Mission driven focus on the goals and objectives of the organization and our clients
- Ability to collaborate on work; maintains positive interactions internally and externally