

## **Non-profit Compliance Internship**

The mission of LiftFund is to provide credit and financial education to small businesses that do not have access to capital from typical lending sources, and to provide leadership and service to the micro-lending field on a national level.

**Overview:** The LiftFund Compliance department is responsible for monitoring the use of funds received by the organization through grants and investments, communicate and report the use of funds and impact of the funds, and coordinate data gathering and analysis within the organization.

### **Required Qualifications:**

- Possess strong analytical ability, problem-solving, and excellent attention to detail
- Ability to read and interpret financial statements
- Excellent verbal and written communication skills
- Excellent organization and time management skills
- Ability to work in a team environment as well as independently
- Strong knowledge of MS Excel
- Interest in nonprofit operations
- Ability to work at least 10 hours a week

### **Responsibilities:**

- Assist the Compliance department with administrative activities such as filing and organizing reports
- Assist in generating and analyzing portfolio and impact reports
- Assist in preparing impact and financial reports due to funders
- Assist in updating program progress
- Assist in collecting information from internal departments
- Other duties as assigned

To apply, send cover letter and resume to Daniela Paz, Compliance Director at [dpaz@liftfund.com](mailto:dpaz@liftfund.com)