

**Investment Internship:**

Reporting to the Investment Associate, the Investment Intern will be a valuable member of a small and fast-paced team, assisting with responsibilities ranging from day-to-day deal flow and due diligence tasks to key projects and initiatives. Responsibilities are tailored to the intern's interests and skill set, but primary tasks include performing due diligence and market sizing analysis, supporting deal flow activities and pre-screening investment opportunities.

Responsibilities:

- Filter companies in the deal flow pipeline according to NCV's investment thesis qualifiers/disqualifiers
- Help source on-thesis companies using online databases
- Attend and engage in pre-screening calls for prospective investment opportunities with Investment Associate
- Assist with due diligence activities, such as conducting industry and market research, and supporting writing due diligence reports and investment decision memos
- Analyze weekly, monthly and quarterly deal flow activities

Qualifications:

- Working toward an undergraduate or graduate degree in entrepreneurship, business, finance, economics, investments or other related fields
- Previous experience with market sizing, analyzing competitive landscapes, research projects and financial modeling
- Strong interest in innovation, entrepreneurship and how a business should effectively function
- Excellent quantitative, financial and analytical skills
- Ability to quickly learn how to filter companies, pre-screen investment opportunities and ask deal qualifying questions
- Comfortable doing market research and write-ups
- Self-starter with the ability to work autonomously and with limited direction while effectively managing multiple projects concurrently
- Strong organizational and interpersonal, as well as written and verbal communication skills
- Ability to handle confidential and sensitive materials
- Flexible, assertive, and collaborative team player
- Great tenacity in seeing projects through to completion
- High tolerance for ambiguity and uncertainty
- Must be punctual, responsive to requests and able to meet deadlines
- Flexibility with weekly hours
- Experience with Pitchbook or Crunchbase

- Familiarity with Google Drive (Docs, Sheets, Slides), Word, Excel and PowerPoint

We welcome applications throughout the year and our internships typically range from three to five months. Summer interns are expected to start no later than May 31st, 2021, but NCV will be flexible should a candidate have availability to start earlier during the Spring.