



## Internship Role Description

for Eleven+ Scholar Applicants

**Name of Hosting Organization:**

The Mezzanine Fund

**Internship Role Title:**

Finance Intern

**Number of roles available:**

2

**Available to (select any that may apply)**

College Student

Graduate Students

**Work Location & Office Covid Protocols is applicable (select any that may apply)**

Flexible/hybrid- The role can be a combination of virtual and in person

**Internship Work Address:**

11201 Cedar Ave  
Cleveland, OH, 44106

**Many of applicants utilize public transportation. Is the work location accessible by public transportation?**

Yes, the work location is accessible by public transportation (Bus/Train)

**If you selected yes, the work location is accessible by public transportation please provide additional information such as what bus or train line is accessible to the work location**

The rapid - Red line

**Mission of Hosting Organization**

The vision is to close wealth gaps by expanding the scale and industry distribution of diverse-owned businesses using a builder capital model.

**How does this internship role support the mission/purpose of the organization**

The Mezzanine Fund intern will be an integral team member as the fund is in its early stages, with the team engaged in raising funds from investors, sourcing companies to invest in, and building relationships and infrastructure.

**What functions within the organization will the intern be working with? For example, this role will work with Staff Counselor, Finance Staff, and Operations Team**

Senior Fellow and Managing Director

**Will there be additional networking opportunities within the organization for the intern to gain expose to other roles and functions.**

Yes, networking with finance professionals

**Anticipated Start Date**

Wednesday, May 15, 2024

**Anticipated End Date** Monday, September 30, 2024

**Total Number of Weeks for the internship:** 12

**Total Number of hours per week the intern is expected to work:** 25

**Workday starts at: (start time or flexible)** 10 AM

**Workday ends at: (start time or flexible)** 6 PM

**Host Organizations website:**  
<https://www.them ezzaninefund.com/>

**Contact Name** Phillip Studmire

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**Mentor Name** Phillip Studmire

**Mentor Email** phillip@them ezzaninefund.com

### Internship Summary

The Mezzanine Fund intern will be an integral team member as the fund is in its early stages, with the team engaged in raising funds from investors, sourcing companies to invest in, and building relationships and infrastructure. The internship provides an introduction to fund management, start-up best practices, and commercial lending to small businesses. The intern will be providing analytical and operational support for the fund.

### Essential Responsibilities of this role?

- Conducting industry research and analysis
- Analyzing prospective borrowers
- Developing system and constructing templates for the loan underwriting process
- Assisting in marketing and brand awareness

### Skill Development Opportunities

Communication Skills

Problem Solving Skills

Interpersonal Skills

Teamwork

Creativity

Adaptability

Work Ethic

### Knowledge and skills required for this role

- Solid research, organization, and problem-solving skills
- Excellent interpersonal skills
- Ability to work independently towards meeting deadlines
- Knowledge of Excel, Word, and Power Point

### What does success look like for the intern at the end of the summer

The intern will have the opportunity to work with like-minded professionals who have over 30 years of

experience.

**Prepared by:**

Phillip Studmire

**Date**

Wednesday, December 6, 2023