

Job Description

Position: Marketing & Investor Relations Intern

Position Responsibilities:

Internships with Blackford Capital provide students and young professionals an opportunity to gain valuable hands-on experience in nearly every area of Blackford Capital's business. The intern will work closely with our Marketing and Investor Relations team to drive value within the organization. They will interact internally with the transaction team, the portfolio company management team, and organizational leaders to help accomplish Blackford Capital's strategic goals. Specifically, interns will provide support in the following areas:

- Supporting team that manages relationships with investors, identifies appropriate investors for each acquisition opportunity, and regularly updates investors on the status of their investment
- Maintaining a database of investors (both active and prospective), media contacts, and other service providers
- Preparing or assisting in the preparation and distribution of investor materials
- Developing investor communications (including letters, mailers, emails, and presentation materials)
- Sourcing new investor leads
- Coordinating events for investors and prospective investors
- Drafting corporate announcements and press releases
- Assisting with public relations and firm branding
- Assisting in the management of the firm's website

Ideal Candidate Experience and Qualifications:

- Preferred majors: Business, Sales, Business Development, Communications, Finance, Marketing
- Outstanding writing skills
- Excellent computer skills including Word, Excel, Outlook, and PowerPoint
- Professional appearance and attitude with solid knowledge of business etiquette
- Great attitude and sense of humor with a calm and professional demeanor
- Dependable, mature, and able to work independently
- Ability to demonstrate good judgment and initiative
- Willingness and ability to effectively interact with investors, board members, management teams, and others external to the firm

Compensation and Hours:

All internships are paid a weekly rate. Interns can also, in most cases, earn college credit through their college or university.

- Winter (January-April) – part-time flexible around school schedule, 15 – 20 hours per week
- Summer (May-August) – full-time, 50+ hours per week
- Fall (September-December) – part-time flexible around school schedule, 15 – 20 hours per week

To Apply: Please send cover letter and resume to **Megan Scheid** at mscheid@blackfordcapital.com

Blackford Capital is an equal opportunity employer.