



Career Opportunity
Summer Associate, Operations & Finance
New York Green Bank, New York City Headquarters

In January 2013, Governor Cuomo announced the establishment of a \$1 billion Green Bank and on February 5, 2014, New York Green Bank (“**NYGB**”) officially opened for business. NYGB is a state-sponsored specialized financial entity that is structured and operates like a private sector financial institution. Its mission is to focus on the financing markets and, in partnership with private sector capital, invest in projects that accelerate the deployment of proven clean energy technologies in New York State. NYGB operates at the wholesale level in collaboration with the private sector and offers a variety of financing products and tools targeted at alleviating financing market gaps and barriers.

NYGB seeks a highly motivated individual with excellent organizational, execution and communications skills to join the NYGB team in the position of Summer Associate, Operations & Finance. As part of this 10-week internship program, you will be an integrated part of the NYGB team. NYGB interns have the opportunity to work closely with experienced energy market veterans, be a part of a dynamic team, and work with NYGB’s clients and partners as well as top tier investment banks, law firms and technical experts. You will gain exposure to a wide variety of transactions and energy technologies. As an intern in the Operations & Finance group, you will work on projects related to one or more aspects of NYGB’s investment process and portfolio management, fund administration, strategy development, risk, compliance and infrastructure implementation. This position is located at NYGB’s office in New York City.

Key Responsibilities

- Working closely with NYGB’s Operations & Finance team, support the full range of day-to-day operations activities across the organization, including:
- Financial planning and analysis;
- Budgeting;
- Fund administration, loan/investment servicing;
- All reporting (management, internal/external, periodic/ad hoc);
- Human resources matters;
- Strategy development and implementation;
- Interactions with NYSERDA colleagues as required across a range of topics (e.g., finance, HR, legal, specific programs); and
- Stakeholder interaction and management;
- Preparing for briefing sessions on key operational issues, practices and procedures, including current organizational and industry issues and best practices, as well as making presentations of work product and findings; and
- Take on ad hoc and special projects relating to NYGB’s ongoing business and operations.

Core Competencies and Experience

- Previous experience with operations and/or project, structured or leveraged finance and investment is not required but is a plus;
- Action/results-oriented: able to execute and get desired results, consistently gets things done in a timely and professional manner, honed attention to detail;
- Able to handle a large volume and variety of projects in parallel: able to prioritize and keep all initiatives moving forward to meet deadlines, flexibility to move between projects, including where priorities and objectives shift;
- Involves the right people at the right time for optimal problem-solving and decision-making;
- Strong analytical and problem-solving skills with extensive proficiency in MS Excel and other MS Office products including Power Point and Word, familiarity with PeopleSoft accounting and management software or similar systems a plus;
- Able to build trust and strong relationships across (and outside) the organization;
- Takes ownership of tasks, projects and relationships and follows through on obligations and promises;
- Strong verbal and written communication skills with the ability to articulate complex concepts;

- Unparalleled work ethic with the ability to perform under pressure and tight deadlines; and
- Adaptable, self-starter capable of working under limited supervision as well as taking on new and unfamiliar tasks as needed while working effectively in a dynamic, fluid and fast-paced organization.

Minimum Educational Requirements

- A Bachelor's degree, preferably in finance, economics, business or a related area. Working toward a Master's degree in business, finance, economics, or a related degree is a plus.

To Apply

Please submit application [here](#), or go to <http://www.nyserda.ny.gov/About/Careers-at-NYSERDA> and click "Intern Application Process", by January 20, 2016. When applying, please submit your cover letter and resume as one document.

An Equal Opportunity Employer