ABOUT US

The Margaret A. Cargill Philanthropies (MACP) is a dynamic, growing philanthropy located in Eden Prairie, MN and encompasses two grant-making organizations – Anne Ray Foundation and the Margaret A. Cargill Foundation – founded by Margaret A. Cargill, a granddaughter of the co-founder of Cargill Inc. The combined Philanthropies are among the 10 largest foundations in the United States, and share a common mission to provide meaningful assistance and support to society, the arts and the environment.

PURPOSE

The purpose of this internship is to assist the investment team in all aspects of data analysis and records management related to the portfolio’s public and private market investments for the Margaret A. Cargill Philanthropies. Direction for this internship will be given by the Director of Equity Strategies. This role will be approximately 40 hours per week for 10-12 weeks in the summer of 2017.

RESPONSIBILITIES

- Perform data and records management activities using Microsoft SharePoint and Dynamics CRM.
- Participate in and record notes of investment manager meetings and teleconference calls.
- Utilize existing databases and tools to support the screening of new investment opportunities.
- Support the creation of materials for the Equity Strategies annual Investment Committee review.
- Conduct quality assurance of system generated data reports on portfolio characteristics and performance analysis.
- Assist in preliminary quantitative/statistical investment analysis and screening of opportunities.
- Support the development and improvement of analytical tools and reports.
- Perform other investment related research tasks as needed.

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

- Enrolled as a sophomore or Junior in an accredited college or university seeking a Bachelor’s degree in finance, economics, statistics, applied math, or related field
  - Preferred: One or more semester of statistics, including linear regression concepts; one or more semester of calculus; two or more semesters of economics or finance;
  - Ability to work independently to solve problems
  - Proven analytical skills applicable to the investment field, including a working knowledge of concepts such as correlation, beta, and the calculation of multi-period holding period returns
- Superior skill in using Microsoft Excel for data analysis; familiarity with Microsoft Access preferred
- Strong interpersonal skills and collaborative approach
- Proven ability to maintain the highest level of integrity and confidentiality in both internal and external relationships

TRAVEL

No travel required.

PHYSICAL DEMANDS

- Required to sit for long periods of time
- Moderate use of computer, keyboard and mouse
- Bend to file or retrieve documents
- Occasional light physical effort required
- Ability to lift and carry up to approximately 30 pounds

The above statements are not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework of the requirements of the position. Incumbents may be required to perform other functions not specifically addressed in this description.