

CANCER FUND

IMPACT INVESTMENTS

Operations Analyst Intern (Internship)

To apply, please send your resume to kaitlyn.wan@cancerfund.com

About You - You have strong interest in early-stage (Angel, Venture Capital, Corporate Innovation, etc.) investment, preferably interest in investing in pharmaceuticals, medical devices, healthcare IT/IoT, or related. You want a mission, not a job. You want to be our partner, not our employee. You are passionate about moving cancer innovations out of the lab. You are comfortable managing our pipeline of new investments opportunities and contributing to our evaluation process.

About CANCER FUND - CANCER FUND (CF) is an early-stage impact venture capital firm supporting the commercialization of promising cancer therapies, diagnostics, preventions, and more. Learn more at <http://www.cancerfund.com/>.

Our mission is to identify and support promising new cancer innovations with the potential to improve outcomes, increase access to care, and reduce the cost for cancer patients, survivors, and, at-risk populations. To support our mission, we aim to make investing in cancer innovation faster, easier, and more accessible to investors at every level.

About Our Intern Role - CANCER FUND is seeking an Intern to support management in developing and refining Fund operations. You'll need to roll up your sleeves to help us shape our future. The Intern should expect to work **10-20 hours per week**.

Responsibilities

- Take up the role of team lead and facilitate onboarding of other interns in the team
- Host weekly meetings as scrum master to report team progress to the CF Managing Director
- Manage administrative tasks (e.g bookkeeping, setting up meeting agenda)
- Collaborate cross-functionally with community development and portfolio development teams to refine processes and update operating procedures.
- Train incoming interns and ensure smooth handoff of team member responsibilities
- Support CF Managing Director to define and implement new tools and procedures for managing team members, updating internal documents, and reporting portfolio companies.
- Track key operating metrics and draft weekly reports to CF Managing Director

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- Ensure appropriate prioritization, collaboration and effective execution among project ownership
- Support Venture Labs Manager in updating Venture Studios tools, meeting with pipeline companies and potential partners, and working with portfolio companies.
- Work with due diligence team to analyze prospective portfolio companies and draft investment memo

Qualifications

- Self motivated entrepreneurial nature
- Exemplary communication skills - both written and verbal
- Significant level of maturity and the ability to work as a team and to work independently interfacing with investment managers, senior executives, and colleagues
- Highly organized, with the initiative and ability to work with limited supervision
- Excellent analytical skills (i.e. Microsoft Excel), presentation skills (i.e. Microsoft PowerPoint), time management skills, problem solving skills and attention to detail
- Established relationships with qualified investors a plus
- Most importantly, share our passion to make a difference in the lives of those affected by cancer

Compensation

This internship role will be **unpaid**.

WHAT THIS ROLE IS . . .

An opportunity for the right person to contribute to our success and have a meaningful impact for cancer patients worldwide.