



www.primecoalition.org

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PRIME Fellow—Investment Operations

About PRIME:

PRIME Coalition is a 501c3 public charity that partners with philanthropists to invest charitable capital in extraordinary companies that combat climate change, have a high likelihood of achieving commercial success, and would otherwise have a difficult time raising sufficient financial support.

Since 2015, PRIME has mobilized over \$16 million on a deal-by-deal basis to back 7 start-ups since mid-2015, each of which could mitigate 1 gigaton/year of CO₂ equivalent emissions when deployed at scale. During 2018, PRIME is currently raising a \$20-40MM charitable impact fund to scale this investment activity.

Fellowship Description:

We are seeking an outstanding PRIME Fellow candidate to support the evolution of PRIME's investment operations from deal-by-deal syndication to a rolling fund process. This is an opportunity to be part of a small and dynamic team innovating at the forefront of investing, philanthropy, and technology commercialization. The Fellowship position has the potential to be extended beyond an initial Spring/Summer 2018 period depending on PRIME's needs and on the selected Fellow's academic schedule.

Primary Responsibilities:

The PRIME Fellow's overarching responsibility will be to further operationalize and streamline the process around identifying, screening, and evaluating companies for potential investment from PRIME.

Specific tasks are likely to include:

- Expanding the set of pipeline partners that contribute to PRIME's investment funnel and simplifying regular communications with those partners to facilitate their additions to PRIME's funnel. This expansion may include:
 - Universities, with a goal to identify optimal touchpoints at each target university and catalyze relationships so that PRIME becomes the first stop for climate-focused spinouts of top research universities.
 - Corporate entities and follow-on investors

- Incubators and other support organizations focused on agriculture, water, and waste
- Refreshing and overhauling PRIME's registry of climate-focused early-stage ventures. This may include writing scripts to incorporate companies from online databases (e.g. Cleantech Group's i3 database) and those inbound from PRIME's website, filtering in relevant companies from incubator portfolios, business plan competitions, and government funding logs, and reconstructing the registry for ease of use and ease of evaluation.
- Screening of investment opportunities for consideration by PRIME, based on quality of technology and team, potential for impact, and fit for charitable capital.
- Assisting in analysis of investment opportunities and preparation of diligence materials, as needed
- Working with web developers and other team members to construct a website for the PRIME Impact Fund, potentially including an integrated submission and review portal
- Designing a quarterly communications and review process with PRIME's Investment Advisory Committee to facilitate final assessments of companies under consideration for investment by PRIME.

Desired Qualifications

- Undergraduate or master's degree and/or relevant work experience in energy, climate, philanthropy, finance and/or engineering
- Exceptionally organized and technologically proficient, with demonstrated ability to design new work systems for organizational efficiency
- Highly mission-oriented
- Ability to work independently and take initiative on self-directed projects
- Ability to represent PRIME with utmost professionalism and to cultivate fruitful relationships with internal and external stakeholders
- Excellent oral and written communication abilities
- Highly collaborative and team-oriented

Compensation

- Students participating in the PRIME Fellowship may be eligible for academic credit. Fellows will work together with PRIME staff to structure this arrangement at their specific institution(s).
- PRIME Fellow candidates are encouraged to apply for internship funding through the Massachusetts Clean Energy Center – open to students in Massachusetts and state residents.

To apply, send resume and cover letter to johanna@primecoalition.org by May 1, 2018.