

2024 SUMMER INTERNSHIP PROGRAM

Dallas, Texas

Founded in 1930, HighGround Advisors is a nonprofit investment management company that advances the life-transforming work of our nonprofit client partners, and those who support them, by protecting, strengthening and growing their assets. Our areas of expertise include: gift planning, endowment and investment management, and real estate and minerals management.

HighGround Advisors is seeking professional, dependable, enthusiastic students for paid internships for the 2024 summer semester. The length of internship will vary based on the student's requirements.

WHO YOU ARE

You are an undergraduate student eager to augment your in-classroom studies with real-world experiences. You are passionate about developing meaningful relationships that enhance your professional development while cultivating future opportunities. You are proactive and have a high degree of intellectual curiosity. Instead of merely completing a task, you offer insight into ways to improve processes. You are a team player but can take an idea and run with it with little supervision. Punctuality in both work and attendance is one of your top objectives.

RESPONSIBILITIES

- Conduct research on identified initiatives
- Participate in department meetings
- Participate in vendor and/or client-facing meetings as applicable
- Exposure to all business lines including but not limited to investment management, client solutions, account support services and gift planning
- Assist with the preparation of materials needed for internal and external meetings
- Support daily workflows within various operational areas
- Experience company culture through various volunteer and social activities
- Participate in the summer board meeting
- Participate in and present on a corporate intern project

ELIGIBILITY

- College junior or senior preferred
- Minimum of 3.0 GPA
- Availability to work 40 hours per week
- Working towards a degree in finance, business, marketing or another related field

QUALIFICATIONS

- Strong computer skills, specifically with Microsoft Office Excel, Word and Outlook
- Ability to learn and utilize internal systems and applications
- Excellent verbal, written, and interpersonal communication skills with the ability to interact with all levels of clients and internal personnel
- Must be a self-motivated team player with strong attention to detail, a high level of accountability, organizational skills and the ability to work independently
- Ability to always maintain a high degree of ethical standards and complete confidentiality
- Ability to multi-task, prioritize and problem solve

*If you are interested in becoming a part of HighGround's 2024 Internship Program please email your resume and cover letter to: HR@highgroundadvisors.org by **December 1, 2023**.*