

FRIENDS FIDUCIARY CORPORATION

Friends Fiduciary - <http://www.friendsfiduciary.org/>

Specific duties will include:

- Conduct Research and Analysis to Support Shareholder Engagement with corporations. Conduct research on specific companies and a variety of sustainability issues as related to our engagement with companies.
- Support ongoing climate change work with companies, other faith-based investor community and FFC's partners. Monitor ongoing global climate negotiations and support the development of policy statements, position papers, and talking points on climate change from our unique Quaker perspective to support work with the companies to mitigate their impact on climate change and leverage our position as investors to support climate solutions.
- Support office communications. Support the drafting and editing of monthly newsletters, update organization's website, and build and maintain social media presence.
- Provide assistance in day to day office operations, including answering constituent calls, drafting correspondence, arranging meetings with partners and companies along with other tasks. Participate in faith based SRI networks and working groups relevant to areas of engagement.
- Proxy voting: assist in research related to voting proxies at company Annual Meetings in support of environmental, social, and governance related proposals. Develop draft of expanded proxy voting guidelines that is constituent friendly, to better communicate FFC's value add in this area.

Training & leadership development:

Working in our faith based socially responsible investment management company will provide ample opportunity to learn both business and economic concepts as well as progressive thought and practice on environmental, social and governance concerns in our current economic system.

There will be on the job mentoring through the work assignments provided, as well as the opportunity for interaction and learning from FFC professional staff. FFC is strategic and thoughtful in our work to reflect Quaker values in our investment management process and operations. The melding of our Quaker values in a professional business work environment may be unique among Quaker organizations. We are very business oriented with a strong orientation towards data driven decision making and striving for excellence.

The QVS Alum will have the opportunity to research ESG issues at both the systemic and company levels and will provide support to the Executive Director and other staff with dialogues and engagements with the various corporations in which FFC is actively engaged in shareholder activity.

Writing and interpretation of the work of FFC will also be a component of the work requiring understanding of the issues and concerns and then interpretation of how FFC's work addresses those issues and concerns. A prior intern found this to be the most rewarding and challenging aspect of their work at FFC.

As a Quaker organization serving other Quaker organizations the QVS Alum will be exposed to a variety of learning opportunities around our faith community, including how it's structured (monthly/quarterly/yearly meetings), the variety within Quakerism (programmed/unprogrammed) and Quaker values and beliefs.

We see this as an excellent learning opportunity for a socially minded individual to thoughtfully and substantively engage with environmental, social and values based issues within the context of our current economic system. Our work provides a unique blend of business, religious and social values. There are few opportunities within the corporate environment to integrate these "worlds," and the same can be said of the non-profit sector. We are business people with a social conscience and the world desperately needs more of us. This is our opportunity to offer this unique perspective to a receptive person in a way that is meaningful and productive - while highlighting the necessary complexity and tensions of the issues we work on and the realities of our business and economic structures.