

Implementation Officer

ABOUT IMPACTASSETS

ImpactAssets is the leading impact investing partner for individuals, families and philanthropists seeking to effect real change for people and planet. Bold yet pragmatic in our approach, ImpactAssets' creativity and investment expertise ignites a deeply personal impact investing journey for clients - while we manage the complexities. Founded in 2010, ImpactAssets' mission is to increase flows of capital to impact investing. Together, with our clients, we are catalyzing investment capital into mission driven business models solving the worlds' biggest challenges.

The result? A fast growing, dynamic organization with over \$1 billion in assets under management and an activated community of 1,300 clients. This level of growth, vision and commitment equals great opportunities to grow a career at ImpactAssets. ImpactAssets is seeking a wide range of colleagues that share our urgency and audacity for driving outsized capital to impact investing. You dream big, have a track record for solving problems and know how to 'get stuff done'.

THE OPPORTUNITY

Position Location: Bethesda, MD

We are looking for an organized and outcomes focused, go-getter to join our Operations Team by providing critical project and system implementation and design support. The Implementation Officer will be an integral part of the technology, systems, and process rollout across the team. This person excels at cross-functional work and detailed project management.

Responsibilities:

Investment Management and Reporting System

- Manage the continued implementation of the Investment Management and Reporting System (IMS), including data integrity review, data transfer, beta testing, and reporting development
- Serve as ImpactAssets point of contact for the IMS vendor and support teams
- Manage system needs and enhancements going forward, based on internal and client-evaluated requirements
- Develop and manage data integrity and reconciliation processes
- Work across the Operations, Investments, Finance, and other internal teams to ensure smooth and efficient workflows in the new system

Project Management

- Serve as an internal consultant to manage process improvement projects on an as needed basis
- Outline project plans, resources, timelines, manage project risk and documentation, as needed

Business-to-Business Operations

- Lead implementation of new business to business agency fund relationships, scoping program, data and system needs

- Coordinate interdepartmentally on product structuring and design, process and reporting, including working with Agency Fund partners to develop and implement customized investment strategies and products
- Manage operational relationship on ongoing basis with external DAF partners

Other

- Serves as cross-trained team member to provide support when other team members are out of office of during high volume season

Knowledge and Skill Requirements:

- BA or BS degree with strong academic performance
- Accounting or Finance major preferred
- 3-4 years of experience in an operations, investment management, or project management capacity
- Project management experience, specifically related to system implementation or integration, preferred
- Experience with alternative investments preferred
- Knowledge and passion for using investing as a means by which to engender social or environmental impact
- Highly attuned administrative skills, attention to detail and professional demeanor
- Can-do spirit willing to do what's needed to get the job done
- Strong Excel skills and ability to interface with various technology systems
- Alignment with ImpactAssets' mission and values
- Flexibility and willingness to work in a virtual team environment
- Ability to work independently and prioritize competing demands

ImpactAssets is an Equal Opportunity Employer. We know our organization is at its best when we include, celebrate and embrace difference. We strive to be a diverse workforce that is representative of our mission, and where all can thrive and belong. We are committed to building a team that includes and respects a variety of voices, identities, backgrounds, experiences and perspectives.

ImpactAssets is an unconventional 501(c)(3) on a mission to change investing. We drive a 'for-profit' model and innovate with 'non-profit' flexibility. We are 'investment revolutionaries' who believe that intentional capital makes the biggest impact on people and planet. We are currently 30 strong, spanning across San Francisco, New York City and Bethesda, MD. And we're only just getting started!

Interested candidates please submit cover letter and resume to jobs@impactassets.org.