

Associate, Investment Operations

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 \$1.5 billion in assets under management and an activated community of 1,700+ clients. 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

We are looking for a detail-oriented Investment Operations Associate to join our Operations Team and play the critical role of ensuring the quality and integrity of our investment data. The Associate will immediately be responsible for entering investment transactions and managing investment reporting. If you enjoy finding solutions to complex scenarios, you are collaborative, process and improvement-oriented, and genuinely want to be part of a passionate and fast-paced team, this position is for you! The Associate will report to the Officer of Investment Operations.

This is a remote position, expected to work primarily East Coast hours.

Responsibilities:

Investment Operations

- Collect, organize and manage monthly/quarterly/annual Fund reporting
- Identify and record daily investment activity including NAV updates
- Use attention to detail and logic to ensure transactional data quality
- Reconcile and maintain data integrity in legacy and new investment management system
- Assist with preparation of client reporting deliverables
- Collect and organize client investment recommendations
- Use judgement to escalate issues and requests appropriately

Process Improvement & Collaboration

- Proactively propose and document process improvement opportunities and become part of the solution
- Document processes and best practices for use by the Investment Operations Team
- Provide an elevated level of customer service to internal stakeholders
- Communicate effectively within team and cross-functionally

Knowledge and Skill Requirements:

- Minimum 2 years professional experience in accounting, finance or investment operations/servicing
- BA or BS degree with strong academic performance. Accounting, Finance or other related degree preferred.
- Strong Excel skills and ability to interface with various technology systems
- Ability and willingness to adapt to changing circumstances
- Highly attuned administrative skills, attention to detail and professional demeanor
- Able to develop sense of urgency around processing and response timelines
- Ability to work independently and prioritize competing demands
- Resourceful in searching for responses to questions and developing solutions
- Knowledge and passion for using investing as a means by which to engender social or environmental impact
- Demonstrated focus on continuous improvement and ability to identify and implement process improvements
- Flexibility and willingness to work in a virtual team environment

ImpactAssets Perks & Benefits:

- Generous vacation and personal days policy
- Competitive salary, 401(k) plan
- Professional development perks including annual professional development allowance
- Attractive benefits package including health and dental coverage

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!