

# Officer, Investment Services

## 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 \$2 billion in assets under management and an activated community of 1,800 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'.

ImpactAssets is believed to be the most active impact investor, executing on more than 200 investments each year, spanning private funds and companies, every impact theme, and debt, equity, and everything in between. The firm is also known for its creativity and willingness to engage in complex deal structuring. The Investment Services team is responsible for shepherding the execution of these investments and managing the existing portfolio of more than 800 investments.

## THE OPPORTUNITY

The **Officer, Investment Services** role will be a critical part of the Investment Services team, which supports investment execution and post-investment management and monitoring for private debt and equity investments that are recommended by our donors/clients. The Investment Services team engages with mission-driven entrepreneurs and fund managers, assesses them for investment eligibility, reviews and executes subscription/investment agreements, manages capital calls and corporate actions, and monitors investment activity, impact and investment reporting and valuations. This role is a part of the engine at the heart of ImpactAssets' mission and the team that catalyzes our clients' capital toward social and environmental progress.

The ideal Officer candidate has a service heart, a meticulous eye for detail, and is energized by being in the flow of investment activity, evaluating deal documents and thinking through the long-term effects of terms and structures. This role is essential in delivering quality service to internal and external clients alike, which requires an analytical, organized, flexible and energetic self-starter. The ideal candidate has had exposure to deal structuring from the investors' perspective and excels at 'running traffic' on multiple deals at once, actively coordinating the activities of the fund/company and our client alike. This is an excellent opportunity for a high performer to gain exposure to and develop expertise in the full spectrum of impact investing players, investments, impact themes and structures.

The Officer, Investment Services role is a **full time, remote** position and can work from anywhere in the US. As a remote, people-first culture, we care deeply about our team members' connections to one another and as such, travel 2-3 times per year to company events will be required.

### Key Responsibilities:

#### Investment Servicing

- Review prospective and existing Client Recommended Investments across all impact themes, asset classes, sectors, geographies and structures to assess suitability for ImpactAssets' investment.
- Conduct ImpactAssets eligibility review ensuring compliance with internal procedures and with regulations

- Review closing documents and work with the Director of Investment Services to negotiate improved terms where appropriate
- Facilitate disbursements, coordinating with other functional teams
- Monitor investment performance through investee reporting, news, third-party databases and calls
- Respond swiftly to investment notifications and corporate actions
- Assess private investment performance

#### Portfolio Monitoring/Oversight/Analysis

- Maintain investments data integrity in our Investment Management System
- Utilize Pipeline Management tools to manage workflow and recommend improvements to the process and/or technology
- Support the CEO, Managing Director of Impact and the Marketing team with data, trends, and insights, including supporting the creation of the ImpactAssets' annual Impact Report

#### Client Experience and Operational Excellence

- Identify and implement new process improvement opportunities to maintain a world-class, efficient operation
- Support cross-functional initiatives to improve the experience for highly engaged impact investing clients

#### Supervisory Duties:

- Oversee transaction, valuation and corporate actions processes delegated to an Associate and/or Senior Associate
- Coach other team members to take on greater responsibility, including helping them to develop their professional development and upskilling plans

### **Qualifications:**

You are passionate about playing an integral role in evolving the impact investing space and possess the following qualifications:

- Bachelor's degree in finance, business, economics, or related field; advanced degree a plus
- Experience and success in leading multiple streams of work simultaneously
- At least 8 years' investment experience with private debt/equity structures and private funds; OR equivalent combination of education and experience
- Knowledge of and passion for impact investing
- Experience leading operational due diligence for direct company and fund investments a plus
- Ability to collect, organize and analyze significant amounts of info with attention to detail
- Portfolio management and investment analysis experience preferred
- Excellent interpersonal skills, including the ability to quickly build rapport with other teams, customers, and prospective and existing investees.
- Excellent written and verbal communication skills.
- Well versed in Excel, PowerPoint, Word, Office 360, Asana, and Box experience preferred.
- Experience working in a virtual working environment preferred

### **ImpactAssets Perks & Benefits:**

- Unique benefits, including virtual work stipend and contribution to employee's own Donor Advised Fund
- Competitive salary, 401(k) plan, and generous time off plan
- Comprehensive benefits package including full health and wellness coverage

- Opportunity for career development in a fast-paced, progressive organization

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.