



JOB DESCRIPTION: Investor Engagement Manager, Transform Finance
New York City

Are You Ready to Help Transform Finance?

WHO WE ARE

Transform Finance is a field-building nonprofit organization working at the intersection of capital and social justice. Founded in 2013 and based in New York City, we operate internationally through multiple program areas.

We envision a world where capital is a tool for the advancement of real, transformative social change. Through thought leadership, trainings, convenings, and the Transform Finance Investor Network, we support all stakeholders, from community leaders and activists to investors and entrepreneurs, who are exploring a more just vision for the deployment of capital and seeking to redefine who wins and who loses in the economy.

OUR PROGRAMS

- The Transform Finance Investor Network is a community of practice for asset owners and managers exploring how to align their capital in accordance with social justice and the transformative finance principles. Launched at the White House in 2014, the Network now represents over \$2 billion in assets explicitly exploring this alignment
- Our advisory services help foundations, family offices and other investors navigating the alignment of their investments with a social change strategy, from defining an impact thesis to crafting investment policy statements and identifying pipelines of transformative investable opportunities
- Our thought leadership work centers on webinars and briefings at the forefront of finance and social change and cover topics such as the intersection of renewable energy and human rights, alternative deal and ownership structures, and community-centered governance models for investments
- The Transform Finance Institute for Social Justice Leaders supports social justice leaders and activists in exploring how capital intersects with their work and how to use it as a tool to advance social change agendas, from climate justice to immigrant rights

WHO WE ARE LOOKING FOR

The Investor Engagement Manager is a new, key programmatic position with significant responsibility over Transform Finance's investor-facing work, and ample opportunities for relationship and field building. Working closely with the Executive Director, the Investor Engagement Manager will be responsible for managing the Transform Finance Investor Network, supporting the organization's growing investor advisory services, and working on special projects, such as investor briefings and reports.

We seek a thoughtful and energetic leader committed to social justice values, versed in finance, and motivated by the idea of growing a small, quirky, yet well-respected organization.

As in many start-up environments, the work will be varied. Most of it will be intellectually stimulating. Much of it will be uniquely exciting. Some of it will not be glamorous. All of it will be for a great cause. As Investor Engagement Manager you will have ownership of the following areas:

Investor Network Management and Expansion

- Implement and grow the Transform Finance Investor Network and deepen its offerings, from new webinar series to special issue briefings
- Conduct prospecting of and outreach to potential Investor Network members, manage member relationships and support the membership's work
- Develop and lead in-person gatherings and learning/engagement opportunities

Investor and Investee Advisory Services / Consulting

- Assist in developing the strategy for Transform Finance's growing advisory practice
- Respond to RFPs, develop deliverables, and set up advisory services contracts
- Carry out advisory services in collaboration with the Executive Director

Field Building / Thought Leadership production

- Support the organization's thought leadership and field building through public speaking and advocacy and contribute to the overall conversation on social justice and finance
- Foster initiatives to develop standards to ensure positive outcomes for impact investments and shape the future of finance
- Produce investor-facing content, from newsletters to reports and issue briefs
- Lift up the voices of activists and social justice practitioners in the investment community

QUALIFICATIONS

- Demonstrated commitment to the values of social justice and deep affinity for our mission
- Familiarity with finance, in particular with impact investing and community investments
- Experience in project management, business development, fundraising, and/or management of a membership organization or network
- Experience in leading convenings and comfort with facilitating multi-stakeholder conversations
- Ability to relate to very diverse actors in a supportive manner and to be effective in a variety of settings, from investor boardrooms to the front lines of activism, and to carry messages across different audiences
- Resourcefulness, thoroughness, and the ability to deliver under pressure with varying degrees of oversight
- Creative thinking and intellectual curiosity. Outstanding research and communication skills
- Based in or willing to relocate to NYC

Work products you may have led:

- Authored a report on divestment strategies
- Convened a gathering of pension fund trustees
- Helped develop an impact investing strategy for a foundation or board of trustees
- Organized a membership gathering for a network-based organization
- Managed relationships with a varied investor clientele

Transform Finance is committed to living by its principles and seeks to provide growth opportunities for individuals who have historically been excluded from the realms of finance and nonprofit leadership. While the ideal candidate will have at least four years of experience in nonprofit management, finance, consulting, or journalism, we will help the right individual grow into the position and take on progressively more responsibility based on demonstrated capacity to perform.

Or maybe you come from a completely different background – we are still keen to hear what you have to say.

COMPENSATION

In line with salary levels of young nonprofits, the salary range is \$65,000 to \$80,000, commensurate with experience, with possible upside in conjunction with the advisory services work. The position includes insurance, benefits, and flexible time-off.

HOW TO APPLY

Please submit to info@transformfinance.org an expression of interest accompanied by your CV, two references (ideally from the impact investing, community organizing, or membership organization space), and a recent writing sample solely authored by you. Please feel free to submit any additional materials that you believe will support your application. Applications will be accepted on a rolling basis.

www.transformfinance.org

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