

Fellow, Impact Measurement & Management

This is an exciting opportunity for a **graduate** student (or recent grad) with some measurement & evaluation experience to work with the industry's leading association of private capital funds investing for both super financial returns and meaningful social and environmental impact. The Fellow will play a key role in 1) developing innovative, practical approaches to impact measurement and management (IMM) on behalf of ICM members, 2) contributing to field-defining research, and 3) supporting operational performance through effective knowledge & data management.

The Fellow will report to the Director, IMM and Research. This is a paid summer role with a preferred early June 2024 start date. The ideal candidate can commit to 10 weeks, 32 hours/week from Monday-Thursday, with some accommodation for summer travel and holidays. The full benefits are listed below.

Responsibilities:

- Support impact measurement and management projects and workstreams:
 - With the Director, manage the effective, efficient disclosures process related to ICM's member standards, aka the [IMM Fundamentals](#)
 - Organize virtual and in-person IMM-related events (e.g., peer learning workshops)
 - Review and curate essential IMM resources for ICM member funds
 - Track industry updates, best practices, key players, and how regulation and policy may affect IMM practices for private capital funds
- Use Qualtrics, Zapier, and Airtable to advance ICM's data management systems; build automations and keep databases and sensitive member information accurate, consistent, and up-to-date
- Contribute to the production of ICM's annual report and potentially other projects via desk research, survey and interview coordination and tracking, grant proposals and reporting, and administrative support as needed
- Work as needed with colleagues across ICM's other workstreams, including policy, communications, LP engagement, and talent & diversity
- As a team player, plug in and add value across other mission-critical areas where needed – including daily operations, meeting coordination, internal communications, and project management

About Us...

The Impact Capital Managers (ICM) mission is to accelerate the performance of our members and to scale the impact investing marketplace with integrity and authenticity. We do this through our membership association, which today includes 120+ funds representing more than \$80B in impact-focused private capital, and through field-building initiatives and partnerships. The ICM network of peers is engaged and collaborative by nature. As part of our commitment to grow the marketplace with integrity, members must meet certain criteria and admission is by invitation only. At ICM, we:

- **Connect** our members to one another, to impact investment opportunities, and to stakeholders in the broader investing ecosystem
- **Identify and share best practices** in areas directly relevant to fund performance, such as impact management
- **Advocate for our members and the field** through education, thought leadership, and independent research
- **Cultivate a skilled, diverse impact investor workforce** through talent and professional development programs and partnerships
- **Strive to apply our operating principles** - Rigor and Excellence, Candor and Curiosity, and Diversity and Inclusion - to all aspects of our work.

About You...

- You are a student pursuing a degree in finance, economics, sustainability, social impact or a similar field
- You have some academic or professional experience (internships qualify) with impact evaluation, monitoring, and evaluation concepts; knowledge of impact investing-specific frameworks and tools is a plus
- You have some experience manipulating data in Excel, are tech-savvy (coding experience a plus), and have worked with software and tech platforms used for data collection, management, and automation (e.g. Qualtrics, Airtable, and Zapier)
- You are obsessed with details, accuracy, and follow-through; you appreciate strong project management and take the initiative to finish tasks and solve problems
- You enjoy working independently in a fast-paced, start-up environment and appreciate the reality of working in a small “DIY” team
- You’re an effective and confident communicator, with positive energy and a great sense of humor – you can stay focused and prioritize under pressure
- You operate with the highest integrity when handling confidential, sensitive or proprietary data
- You strive for excellence but you also take time to celebrate success, care for yourself and others, and learn from setbacks; it’s all part of the journey.

Benefits:

This Fellowship is structured as a contractor position, with a \$10,000 stipend assuming 10 weeks at 32 hours/week, and can accommodate previously scheduled summer travel or vacation within reason. ICM recognizes June 19th and July 4th as paid holidays and in July and August, observes a Summer Fridays schedule. Highly qualified candidates interested in a part-time role (minimum 15 hours/week) may be considered. If the individual is local to the NY or DC metro areas, there may be opportunities to come into our NYC office in Midtown Manhattan or work with our DC satellite team in person.

Application Instructions and Deadline:

Please apply by May 21, 2024 with the following materials to icmadmin@impactcapitalmanagers.com with “IMM & Research Fellow” in the subject line:

- A brief letter explaining why this particular Fellowship interests you, and highlighting how your skills make you uniquely qualified to accomplish the specific responsibilities of the role
- Your resume

Incomplete applications will not be considered. **We are looking to fill this position on/before May 31, 2024 but will review applications on a rolling basis until it is filled.** Shortlisted candidates will be required to undertake a brief case exercise.

At ICM we are an equal opportunity employer, and we welcome applications from individuals who identify with groups historically underrepresented in finance and investing. We value diversity in our organization; we believe diverse teams help us work smarter and we actively hire for cultural growth. We welcome people of all ages, stories and backgrounds. We provide everyone with equal access to professional development.