

**Position:** Manager, Community Projects  
**Reports to:** Director of Community Engagement  
**Status:** Full-time exempt

### ***About Mission Driven Finance***

Mission Driven Finance is an impact investment firm dedicated to building a financial system that ensures good businesses have access to sufficient, affordable capital. Built from the ground up with a single purpose - to make it easy to invest in your community—all our funds, products, and services are designed to close financial gaps that will close opportunity gaps. Mission Driven Finance was launched in 2016 in San Diego, CA and is a Certified B Corporation.

In addition to running our community-focused funds in San Diego, we have been leveraging our infrastructure and experience to help partners around the country wrangle and deploy impact-based financing. As our client list has grown, we are looking for a new team member that can support and accelerate these services.

### ***Who We Are Looking For***

Your job is to make sure our team delivers unparalleled service to community partners and projects. From project planning to knowledge management to coordination and execution, you will be the glue that keeps our projects on track and makes sure our delivery exceeds our clients' expectations. While a lot of this work is focused on internal efficiency, you will often be part of teams interacting with a variety of external partners and clients.

You are probably a bit of a generalist with a passion for making things go super-smoothly. You dream in Gantt charts, and a well-organized task list is all the caffeine you need to get fired up for the day. You have never understood the concept of boredom. A meeting without a structured agenda makes you cringe. You know 80% of the battle is excellent communication and can remain calm when confronted by challenging personalities and collected when all around you are swirling in chaos. You watch a street juggler perform with flaming chainsaws and think, "That's just an average Tuesday, what else you got?"

You will work primarily with our Director of Community Engagement, and also often support projects led by our CIO or CEO. However, we follow a fairly holacratic model, so as the 11th member of our team, you will report to everybody and everybody will report to you. As a small and growing enterprise, we are looking for exceptional people that will continually expand their role in our company and our community.

We believe in strength through diversity, and expect all of our team to bring their lived experiences to our work. Everything we do comes from a community-first perspective, and everybody on our team is values-driven in both work and life.

### ***Primary responsibilities***

- **Community project support:** Ensure all of our clients have an outstanding experience with Mission Driven Finance, from the first interaction to the last
- **Project planning:** Actively participate in planning discussions and help to draft proposals, budgets, and work plans

- **Project management:** Using the work plan as a guide, keep projects on track and make sure all stakeholders have what they need to be moving forward
- **Information gathering and analysis:** Read and summarize information provided by various stakeholders, including sometimes doing additional research, and present to internal teams
- **Project materials:** Assist with the production of documents and deliverables, and ensure consistent professional delivery of written materials
- **Knowledge management:** Ensure all related content is organized and easily accessible for future needs, for both internal and external stakeholders
- **Meeting coordination:** Schedule internal and external stakeholders to get meetings that need to happen on the books (the bane of collaborative efforts) and ensure they are organized and productive
- **Executive support:** Help keep project leads' heads on straight by coordinating priorities, tasks, deliverables, and meetings across multiple simultaneous projects
- **Analytics:** Implement methods to measure and enhance the effectiveness of our services

### ***Desired values, qualification & skills***

An ideal candidate will value:

- Our mission to build a better financial system
- Developing solutions from a team perspective
- Ability to execute semi-independently
- Commitment to quality balanced with efficiency
- Sense of humor, flexibility, and resilience

And have a background and skills that include:

- 3+ years of experience in relevant roles demonstrating excellent project management and organizational skills, in any industry
- Strong attention to detail with a positive, problem-solving approach
- Excellent verbal and written communication
- Adaptability in an evolving startup environment with competing priorities and deadlines
- Good interpersonal skills, including tact, diplomacy, and flexibility including demonstrated experience building trust with diverse stakeholder groups
- Strong comfort with technology tools, including MS Office and Google Apps/G Suite, CRM systems, and project management systems

Preference for candidates that also have:

- Experience working on consulting engagements with external clients
- Experience managing internal employees and external vendors
- Understanding of the nonprofit sector, social enterprise, philanthropy, and impact domains
- Understanding of the business, start-up/innovation, and economic development domains
- Experience in the financial and/or real estate sectors
- Lived experience in our target investment communities

### **Work environment and physical demands**

Flexible work environment with low to moderate noise level. Work is generally sedentary in nature, but requires moving around for up to 30% of the time and occasional lifting up to 30lbs. Requires reliable access to transportation to travel to the office in Old Town San Diego and occasionally throughout San Diego County for meetings and events. Plus, our team is very fun and extremely humble.

**Compensation**

\$48,000–\$57,000, plus company standard benefits including generous time off plan, flexible work schedule and environment, access to health plan, and participation in company incentive program.

**Equal opportunity employer**

Mission Driven Finance is an equal opportunity employer. We encourage all qualified candidates, regardless of race, ethnicity, religion, national origin, age, sex, disability, veteran status, or gender identity to apply for this position. We welcome smart people with non-linear/non-traditional experience and educational backgrounds to join our team.

**To apply**

If you think you can help us build a better world, we encourage you to send your cover letter and resume to [jobs@missiondrivenfinance.com](mailto:jobs@missiondrivenfinance.com).

Candidates only, no recruiters. No phone inquiries please.