



Mission Driven Finance Investor Relations Coordinator

Position: Coordinator, Investor Relations
Reports to: Director of Investor Relations
Status: Full-time non-exempt
Location: Work-from-anywhere or San Diego, CA

About Mission Driven Finance

Learn more about us, our “why,” and our opportunities on our [jobs page](#).

Who we are looking for

We are expanding our investor relations team. As a key member of this team, your primary role is to support in expanding our network of impact investors and ensure that our systems for managing investors are running smoothly and are kept updated, with a particular focus on data, knowledge, and relationship management. You will lead the research and materials submission processes for potential investors and various grant proposals.

In addition, you will provide scheduling and outreach support to the team in effort to drive new business to the company.

You consider yourself a champion of social impact and are equally comfortable providing unparalleled customer service to our stakeholders as you are supporting efforts to drive new business to the company to advance our mission. You are very comfortable with a wide variety of software and technology tools, and you excel at navigating various application portals. You love a good process, and yet always look for ways it can be improved. You’ve never met a stranger and are excited to learn about new models of investing in social change and then bring others along with you.

You will work primarily with our Director of Investor Relations (your supervisor). As a small and growing enterprise, we are looking for exceptional people committed to social impact 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

As a key member of the investor relations team, you will be responsible for providing investor relations support, helping business development efforts and coordinating team needs.



Investor relations

- Ensure all investors have an outstanding experience with Mission Driven Finance, from the first interaction to the last
- Collect and manage sensitive data and information
- Support investor and donor onboarding, maintaining up-to-date records and managing related documentation
- Source data and build presentations for investor meetings
- Serve as a liaison between investor relations and other company teams
- Assist in maintaining and updating systems for onboarding and retaining investors
- Assist in preparing and distributing internal and external reports

Business development & team support

- Research, synthesize, build, and maintain active pipeline for new capital prospects (investments and grants) and proactively initiate funding
- Assist in writing grant proposals and developing philanthropic partnership opportunities
- Collect and manage impact data and work with marketing team to tell our impact story
- Schedule internal/external meetings for key business development opportunities

Desired values, qualification & skills

An ideal candidate will value:

- Our mission to build a better financial system
- Developing solutions from a team perspective
- Strong intra-team communication and critical thinking
- 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:

- 1–2 years of experience working in financial services, fundraising, social impact, or project coordination
- Demonstrated ability to analyze data and create reports and presentations to tell a broader impact story
- Strong attention to detail with an eye to continuous process improvement
- Excellent verbal and written communication
- Adaptability and responsiveness in an evolving startup environment with competing priorities and deadlines



- Strong comfort with technology tools, including DocuSign, spreadsheets, MS Office, Google Workspace, project management systems (Asana), and communication systems (Slack)

Preference for candidates that also have one or more of:

- Experience working in investor relations or the broader impact investment industry
- Experience working in fundraising environment
- Fluency in another language beyond English
- Understanding of nonprofit organizations and small businesses capital needs
- Understanding of lending and financing
- Understanding of real estate transactions
- Lived experience in our target investment communities, such as BIPOC, New American, veteran, and other overlooked and underestimated communities

Compensation

This is a full-time role with an annual salary range of \$42,000–\$48,000. This position includes company standard benefits:

- Generous paid time off plan along with 9 paid holidays
- Remote and flexible work schedule and environment
- 401k retirement plan with 4% employer match
- Stipend for work from home expenses
- Access to health/dental/vision plan
- Participation in company incentive program(s)
- \$500 professional development stipend

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. Should a candidate be offered the position, they will need to show documentation of the ability to work in the U.S. including completing an I-9. We are unable to offer work visas at this time.

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 by August 10, 2021.