



Mission Driven Finance Data Systems Coordinator

Position: Data Systems Coordinator
Reports to: Director of Fund Operations
Status: Full-time non-exempt
Location: United States work-from-anywhere; option to be in-office in 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 looking for a data systems coordinator to organize and process data so our team can make better business decisions and ensure impact. You will be responsible for coordinating how our internal systems talk to each other and recommending ways to improve our technology tools and processes.

You are a technical specialist with a passion for clean, organized data. You dream about databases that can speak the same language, are known to be a problem-solver, and love to test assumptions. A well-organized customer relationship management system is all the caffeine you need to get fired up for the day. You love presenting reports that make teams say, “Ah-ha!” You are an Excel wizard who believes that not all data is meant to live there.

As a rapidly 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

You will work primarily with the director of fund operations (your supervisor), but have significant connectivity to the rest of the team to equip them with data. You will support the company’s efforts to collect, manage, and share data with both internal and external audiences by optimizing and integrating all of our systems.

- Research, propose, and implement systems improvement for data gathering, processing, and decision support
- Become the in-house expert for our business intelligence systems, driving the production of all our reporting and dashboards



- Collect, process, and manage a variety of quantitative and qualitative data through our data warehouse
- Ensure data integrity and perform data-cleaning operations
- Evaluate data sources and optimize how we extract and connect data from multiple sources
- Implement and support a centralized customer relationship management system
- Provide general technical support to team members

Desired values, qualifications & 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:

- 1–2 years of experience working in startup environments, cross-functional teams, and/or finance organizations
- Demonstrated experience with SaaS/cloud systems and frameworks such as business intelligence systems, reporting tools, and WordPress
- 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
- Very strong comfort with technology tools, spreadsheets, MS Office, Google Workspace, project management systems (Asana), communication systems (Slack), and knowledge of CRM systems

Preference for candidates who also have one or more of:

- Comfort with programming languages, SQL, and APIs
- Experience working in the impact investment industry
- Fluency in a language aside from English
- Understanding of nonprofit organizations and small businesses
- 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



Work environment and physical demands

We are headquartered in San Diego, CA, and encourage a flexible work environment. For this position, we are open to candidates anywhere in the United States. Remote employees will be expected to visit in person up to once per quarter. Our team is very fun and extremely humble :-)

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 10 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 annual 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 Wednesday, September 8, 2021.



Help us build a better world

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