



**Position:** Senior Associate, Knowledge Systems  
**Reports to:** Director of Client Operations  
**Status:** Full-time / Exempt  
**Location:** United States work-from-anywhere

## 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 senior associate of knowledge systems who will ensure our data, business intelligence and technology systems are set up for success. You will be responsible for managing how our internal systems talk to each other and designing ways to improve our data management, business intelligence/reporting, and technology tools and processes.

You are a technical specialist with a passion for clean and organized data, living under the mantra of “garbage in, garbage out.” You dream about databases that can speak the same language, and can see patterns and data flows that would make Neo drool. You are as comfortable identifying and implementing new technology systems as you are training team members on their highest and best use. You have repeatedly been referred to as a wizard, and love presenting reports that make teams say, “Ah ha!”

## Primary responsibilities

You will work primarily with the director of client operations (your supervisor), but have significant connectivity to the rest of the company to equip them with the data and technology they need to make decisions. 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.

- Become the in-house expert for our business intelligence systems, driving the production of all our reporting and dashboards via Power BI, Excel, and other tools
- Collect, process, and manage quantitative and qualitative data through our Azure-based data warehouse to ensure data integrity
- Research, propose and implement systems and process improvements for data gathering, processing, and decision support
- Manage all of Mission Driven Finance’s existing platforms and software
- Maintain inventory of all Mission Driven Finance hardware and software account access
- Create schedules to determine when to update company computer systems and cybersecurity measures including implementation of compliance protocols
- Support the implementation and integration of Salesforce



- Manage software and technology vendors
- Provide general technology support to team members and draft information documents when necessary to troubleshoot standard computer problems or navigate new programs

## 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 working with information, data systems, and process architecture, including queries and APIs
- Familiarity with Microsoft Azure & Power BI
- Expertise in and adaptability to various technology tools, spreadsheets, MS Office, Google Workspace, project management systems (Asana), communication systems (Slack), and knowledge of CRM systems (Salesforce)
- 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

Preference for candidates that also have one or more of:

- Experience with different business intelligence tools & software (e.g. Tableau, R)
- Comfort with programming languages, SQL, and APIs
- Experience providing technology training
- Experience working in the investment or impact investment industry
- Fluency in another language beyond English
- Lived experience in our intended 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 \$52,000–\$61,500. 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

Interested applicants should send their **cover letter AND resume** to [jobs@missiondrivenfinance.com](mailto:jobs@missiondrivenfinance.com). No phone inquiries, please.