



Mission Driven Finance

Senior Investment Analyst

Position: Senior Investment Analyst, Portfolio Services
Reports to: Senior Director, Portfolio Services
Status: Full-Time, Exempt
Location: Remote

About Mission Driven Finance

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

Who should apply

Mission Driven Finance is at a fascinating growth point, expanding to support more impact funds and projects around the country with the operational excellence their communities deserve. Accordingly, we are looking for a senior investment analyst to join our Portfolio Services team!

As a key member of this team, your primary role is to underwrite and present investment opportunities for a variety of impact-based portfolios.

You have the know-how to get deals done across industries and investment strategies. In a first conversation, you can identify the top three questions to determine the likelihood of a deal getting approved – and what deal structure might work. We embrace a philosophy of “looking for yes,” and you fit right in identifying possibilities, not just pain points. And last but not least, you value relationships and manage timelines so that deal closings feel like a breeze.

Primary responsibilities

You will work primarily with our senior director of portfolio services (your supervisor), manager of borrower services, and investment associate.

- Complete financial, business, and market analysis on an exciting variety of impact oriented entities including social enterprises, nonprofit organizations, small businesses, and CDFIs
- Prepare credit memos for Investment Committee review that are as accurate, insightful, and compelling
- Work with multiple stakeholders to creatively shape and structure investment deals that create maximum social and financial value
- Perform ad hoc financial analysis including scenario planning and investment analysis that are critical to decision-making

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:

- 5-7 years of experience underwriting and structuring deals at an investment bank, private equity firm, family office, foundation, or community development financial institution
- Deep understanding of nonprofit organizations, small businesses, lending, financing, and real estate transactions
- Extreme attention to detail with an eye to continuous process improvement
- Excellent communication and presentation skills working with multiple peer groups and senior levels of management
- Strong analytical and critical thinking skills with a desire to solve sophisticated problems
- Adaptability and responsiveness in an evolving startup environment with competing priorities and deadlines
- Comfort with technology tools, including Microsoft Excel, Google Workspace, project management systems (Asana), and communication systems (Slack)

Preference for candidates that also have one or more of:

- Experience working in impact investment industry
- Fluency in another language beyond English
- Lived experience in our target investment communities, such as communities of color, New American, veteran, and other overlooked and underestimated communities

Compensation

This role has an annual salary range of \$80,000-95,000 and includes company standard benefits:

- Unlimited 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.

COVID-19 and Mission Driven Finance

As Mission Driven Finance has grown through the pandemic, we've embraced distributed work-life with team members working across the United States where it suits them best and coming together in real life when we can do so safely. Public health permitting, we aim to gather the team in person on a roughly quarterly basis. To support team safety, Mission Driven Finance has instituted a mandatory COVID-19 vaccine disclosure policy and mandate.

To apply

If you think you can help us build a better world, apply with this form [here](#) by October 28, 2022. We only review applicants who use this form. Candidates only and no phone inquiries please.