



Administrative Assistant

Boston, MA

About Social Finance

Our Mission

Social Finance is a 501(c)(3) nonprofit dedicated to mobilizing capital to drive social progress. We bring together uncommon partners—governments, investors, and nonprofits—around a common purpose: to measurably improve the lives of those most in need. Our intention is to strengthen the link between performance and payment—driving more funding toward programs that work – via Pay for Success applications.

What is Pay for Success?

Pay for Success (PFS) is a unique innovation in impact investing. It generates returns by creating efficiency in the way government deploys taxpayer funds—by investing in prevention and focusing on outcomes. In any PFS financing, every dollar of return directly represents a tangibly measured unit of human impact. At the same time, it's a methodology for agreeing on the outcomes policymakers and communities choose to prioritize, and a reimagining of the social sector that focuses on results and rewards performance.

Our Services

Social Finance partners with governments, nonprofits, foundations, impact investors, and financial institutions to create innovative financing solutions to improve social outcomes. In the Pay for Success and Social Impact Bond market, our **Advisory Services, Social Investment, and Active Performance Management** teams support all phases of work, tailored to the needs of our partners. We are focused on developing a strong Pay for Success field through market education, publications, events, research and analysis. Most recently, Social Finance launched our **Public Impact Initiative**, which uses the full range of Pay for Success tools – like active performance management and innovative funding mechanisms such as outcomes rate cards – to help governments design, fund and manage effective social services.

Responsibilities

- Manage complex calendars and schedules appointments; proactively identify and addresses travel and scheduling conflicts; ensure managers are prepared for meetings by gathering materials and briefing them as appropriate
- Research and book complex travel itineraries; is on call to handle last-minute rearrangements in travel as necessary
- Answer and route phone calls and mail; assist with email communications for managers and handle broad dissemination of information
- Coordinate events and meetings held by Social Finance, including reserving rooms and working with vendors and caterers
- Provide additional general administrative support as needed, which can include website maintenance, vertical response mailings, Salesforce support, travel and logistics support
- Perform other duties as assigned

Qualifications

We seek a highly motivated candidate who is committed both to providing administrative support and to fulfilling our mission and vision.

- Bachelor's Degree
- Excellent written and oral communication skills
- Proficiency with Microsoft Office; familiarity with Salesforce a plus
- Previous experience providing direct administrative support, either temporary or permanent; supporting multiple people a plus
- Demonstrated ability to prioritize tasks and meet deadlines
- Ability to be flexible, produce results quickly, and work independently
- Ability to stay organized and poised under pressure
- Ability to anticipate organization's needs and be proactive

Application

Applicants must be currently authorized to work in the United States on a full-time basis. To apply, please send a cover letter and resume to: [hiring@socialfinance.org](mailto: hiring@socialfinance.org) (Subject line: Administrative Assistant).

Review of applications will begin immediately. No phone calls please.

Social Finance, Inc. is an equal opportunity employer, and all qualified applicants will be afforded equal employment opportunities without discrimination because of actual or perceived race, color, national origin, sex, age, religion, creed, disability, marital status, citizenship, ancestry, personal appearance, sexual orientation, gender identity or expression, political affiliation, military status, status as a protected veteran, genetic information or any other legally protected status.