



## Associate Director

Boston, MA; Austin, TX; San Francisco, CA; or Washington, D.C.

### About Us

Social Finance is a national impact finance and advisory nonprofit. By working with the public, private, and social sectors, we create partnerships and investments to measurably improve lives. In the past decade, we have mobilized over \$225 million to help more than 35,000 individuals realize improved outcomes in education, economic mobility, health, and housing.

We are driven by the belief that social and economic systems should enable all people to thrive, and the conviction that we can create the most meaningful and measurable change in our communities when governments and markets work together. Our organization is built upon four core values:

- Putting people first
- Focusing on results
- Demonstrating the highest standards of integrity and accountability
- Building enduring cross-sector partnerships

And it is strengthened by a commitment to [diversity, equity, and inclusion \(DEI\)](#).

We work across three core practice areas: Impact Investing, Impact Advisory, and Field Building.

Through our Impact Investing portfolio, we develop and manage innovative investments, including the [Career Impact Bond](#) and the [Social Impact Bond](#). In our Impact Advisory practice, we work alongside impact-focused leaders to implement outcomes-oriented approaches. And in our Field Building work, we share firsthand learnings and best practices to catalyze social impact in the field. Across all our work, which spans the public, private, and social sectors, we continually challenge ourselves and our partners to use funding and data in innovative ways to create lasting impact.

## **Role and Responsibilities**

Associate Directors are an integral part of the national Social Finance team, with significant project management responsibilities across multiple projects and initiatives across both our Impact Investing and Impact Advisory work. Associate Directors are staffed on a project basis with teams across our offices and are usually working on 2-3 projects at any given time. Key activities may include:

### **Advisory and Impact Investing Projects**

- Develop project scope and work plans in advance of formal launch of work; execute against meeting schedules, timelines and work streams in order to guide a team throughout project duration
- Co-design and lead workstreams that may include financial and cash flow modeling, data analyses, research on potential project partners, and literature reviews to support project design decisions; test hypotheses and define recommendations
- Prepare and edit presentation materials to share analysis, key findings and recommendations to internal team and external partners
- Draft and edit key governance documents
- Design procurement procedures for external project parties (e.g. evaluators)
- Lead calls and in-person meetings at both the working group and steering committee levels with government, investor, philanthropy, and/or service provider partners and stakeholders
- Work with current service provider partners to optimize operations and help achieve project outcomes

### **Support Proposals and Business Development:**

- Develop content and lead drafting of responses to proposal documents (i.e. RFPs, RFIs, NOFAs) and concept notes for potential project opportunities, including workplans and budgets
- Create materials and lead prospective business development calls to source opportunities
- Identify, build and maintain relationships with peers from key partner agencies and across sectors

### **Field Building**

- Attend conferences and pursue speaking engagements that support impact investing and advisory field education

- Write blog posts and support the creation of white papers and reports that publish key learnings and findings from our work
- Contribute to and support research efforts in social issue areas and interventions that are new to the firm.

### **Firm Building**

- Coach and develop associates across project teams
- Provide real-time feedback to team members in service of maximizing professional success and executing high-quality deliverables
- Contributing to capacity-building initiatives, such as recruiting, professional development, knowledge management, fundraising, or other internal projects
- Support senior management, internal functional teams, and Social Finance project teams as needed.

### **Qualifications**

We are looking for entrepreneurial candidates with flexibility, aptitude and passion for our mission.

Candidate requirements:

- Five or more years of full-time professional experience in a role with relevant and transferrable skills, which may include those focused on research, consulting, finance, project management, social impact, or other
- Strong project management experience, with demonstrated ability to lead multiple teams and manage junior staff members towards project completion
- Strong analytical and quantitative skills
- Strong oral and written communications skills, with the ability to deliver quantitative and qualitative data in a compelling way
- Ability to quickly research, synthesize and summarize key takeaways on unfamiliar topics
- Ability to communicate, work closely with, and build relationships with many types of partners across multiple sectors; willingness to constructively express your point of view and hear the point of view of others, both internally and externally
- Commitment to high quality work and accuracy, with an ability to manage multiple and competing priorities simultaneously

- Capacity to work independently while contributing to team projects as appropriate
- Demonstrated interest in and knowledge of or willingness to learn about key issues in nonprofit management, social interventions, government services, and/or impact investing
- Ability to adapt and be flexible
- Commitment to enhancing a team culture of inclusion, belonging and equity
- The following are not required, but would be considered as a plus for your candidacy:
  - Experience in or with the systems we seek to impact
  - Advanced PowerPoint experience
  - Advanced experience in Excel and financial modeling
  - Basic statistical knowledge
  - Demonstrated professional experience in a client-facing role

## **Benefits**

At Social Finance, we strive to deliver a benefits program that will enhance our overall value proposition to employees. Our current benefit offerings include:

- Comprehensive health care coverage: medical, dental and vision insurance; flexible spending accounts; Employee Healthy Actions programs and more
- Retirement savings plan with employer contribution
- Short-term, long-term and life insurance policies
- Commuter benefits and cell phone reimbursements
- Hybrid work model (in office three days per week, work from home two days per week and on an ad-hoc basis as needed)
- Dedicated budgets for team building and employee recognition
- Annual budget for external professional development opportunities
- Mentorship and onboarding programs
- Collaborative and energizing workspaces in downtown Boston, San Francisco and Austin
- Paid vacation and paid holidays (with 12/24-1/1 off every year)
- Paid parental leave
- A truly stellar team of high performing, values-driven and fun (!) professionals

## **Application**

Applicants must be permanently authorized to work in the United States on a full-time basis. We are interested in candidates who can start immediately, but no later than March 1, 2022.

Please send cover letter and resume to [hire@socialfinance.org](mailto:hire@socialfinance.org) (Subject line: Associate Director, [office preference]). Review of applications will begin immediately. No phone calls please.

*Please note that, at this time, to be in-person at a Social Finance office, client location or Social Finance-sponsored event, you must be fully vaccinated against COVID-19.*

*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.*