

Project Manager / Technical Project Manager

ABOUT IMPACTASSETS

ImpactAssets is the leading impact investing partner for individuals, families and philanthropists seeking to effect real change for people and planet. Bold yet pragmatic in our approach, ImpactAssets' creativity and investment expertise ignites a deeply personal impact investing journey for clients - while we manage the complexities. Founded in 2010, ImpactAssets' mission is to increase flows of capital to impact investing. Together, with our clients, we are catalyzing investment capital into mission driven business models solving the worlds' biggest challenges.

The result? A fast growing, dynamic organization with over \$1 billion in assets under management and an activated community of 1,500 clients. This level of growth, vision and commitment equals great opportunities to grow a career at ImpactAssets. ImpactAssets is seeking a wide range of colleagues that share our urgency and audacity for driving outsized capital to impact investing. You dream big, have a track record for solving problems and know how to 'get stuff done'.

THE OPPORTUNITY

We are seeking a Project Manager to build out the project/ practice at ImpactAssets. You are organized and outcomes focused, drive things from design through execution, are process & systems oriented with a strong desire for continuous improvement. You thrive in cross-functional roles and have a track record of managing detailed, multi-stakeholder projects. This position will be an integral part of the technology, systems, and process rollout across the organization. This is currently a part-time role.

Responsibilities:

Project Management

- Iterate, and drive continuous improvement throughout project management practices including feeding ideas, recommendation of tools used & updating processes where needed
- Model project management best practices and train others as needed
- Drive organizational clarity and alignment on key technical and non-technical projects
- Outline project plans, resources, timelines, manage project risk and documentation, as needed
- Ensure we can deliver projects on time
- Proactively identify & resolve roadblocks/challenges affecting projects, helping other project leads do the same
- Run cross-functional meetings and drive decision making around schedule adjustments, priorities, and internal and external partner/customer delivery
- Provide visibility to program status and risks regularly to leadership and stakeholders.

Technical Project Management

- Assist with the execution and continued implementation of the Investment Management and Reporting System (IMS), working closely with the project lead as a thought partner
- Assist or lead the project management of dependent projects to move the IMS forward on time
- Help prioritize IMS & other system needs and enhancements going forward, based on internal and client-evaluated requirements
- Develop and manage data integrity and reconciliation processes for systems across the firm
- Work cross functionally to ensure smooth and efficient training and workflows in each system

Knowledge and Skill Requirements:

- Bachelor's degree or similar experience, Accounting or Finance major preferred
- 4+ years of technical project/program management or similar experience, PMP certification preferred
- Experience in complex investments and investment management systems (IMS), experience with Addepar preferred
- Experience driving large, complex projects across the organization
- Strong communicator, with experienced leadership skills
- Attention to detail and professional demeanor
- Strong Excel skills and ability to interface with various technology systems
- Ability to work independently and prioritize competing demands
- Flexibility and willingness to work in a virtual team environment
- Knowledge and passion for using investing as a means by which to engender social or environmental impact, experience with alternative investments preferred

ImpactAssets is an Equal Opportunity Employer. We know our organization is at its best when we include, celebrate and embrace difference. We strive to be a diverse workforce that is representative of our mission, and where all can thrive and belong. We are committed to building a team that includes and respects a variety of voices, identities, backgrounds, experiences and perspectives.

ImpactAssets is an unconventional 501(c)(3) on a mission to change investing. We drive a 'for-profit' model and innovate with 'non-profit' flexibility. We are 'investment revolutionaries' who believe that intentional capital makes the biggest impact on people and planet. We are currently 30 strong, spanning across San Francisco, New York City and Bethesda, MD. And we're only just getting started!

Interested candidates please submit cover letter and resume to jobs@impactassets.org.