

TITLE: Part-Time Impact Investing Analyst / Intern

Type: Contractor / Intern

Hours: Approximately 10-15 hours/week

Pay rate: \$35/hour

Work Environment: Hybrid (virtual and in person)

CONTRACT DESCRIPTION:

SV2 is seeking a motivated, detail-oriented Part-Time Impact Investment Analyst who is passionate about social change through mechanisms in finance, entrepreneurship, and innovation. This is a part-time role at approximately 10-15 hours per week. It could be ideal for a student, recent graduate, or contractor. This position offers a unique opportunity to work with an exciting group of local impact investors and dynamic social ventures in a fast-paced, collaborative environment.

ABOUT SV2

[Silicon Valley Social Venture Fund](#) (commonly known as SV2) is a 501c3 nonprofit and vibrant learning community of everyday givers and changemakers who are committed to accelerating equity in the Bay Area through grantmaking and impact investing. Our donors pool their financial, human, and social capital to provide innovative nonprofits, impact funds, and social enterprises with unrestricted funding and beyond-the-dollars support.

SV2 pursues its mission of unleashing the resources and talents of the greater Silicon Valley community to achieve meaningful impact through three pillars of work:

1. Grantmaking: Responsive and strategic multi-year grants with unrestricted funding and beyond the dollars support for mission-driven nonprofits in the Bay Area
2. Impact Investing: Thematic investments in social enterprises and venture funds creating local, national, and global socioeconomic and environmental impact
3. Immersive Learning: Experiential learning workshops and peer cohorts on topics such as Diversity, Equity & Inclusion (DEI), nonprofit board leadership, and values-aligned investing

Five key tenets serve as guiding principles for SV2's strategies. These tenets represent the values and purpose that SV2 seeks to infuse in our work:

- We will **foster a community of continuous learners** with Partners, Grantees, Investees, and community members.
- We will **broaden the voices involved** in our work as we seek to break down the traditional power dynamics in philanthropy.
- We will be leaders in practices that **align giving and investing with personal values**.
- We will work with our network of changemakers to **drive impact in our Bay Area community**.
- **Equity is a central through line** in our work.

ABOUT THE ROLE

The Impact Investment Analyst will be supervised by the Chief Operating & Portfolio Officer and will work closely with donors engaged in SV2's impact investing practice. The role will primarily focus on supporting SV2's impact investing dealflow and diligence management. Specific areas of work may include deal sourcing, deal screening, due diligence, development of strategic partnerships in support of our monthly pitch meetings, Investment Committee (IC) meetings, and learning program workshops. Specific tasks will include:

Responsibilities:

1. Work with donors and strategic partners to source and screen dealflow
2. Work with donors to conduct due diligence on selected deals for presentation to SV2's Investment Committee
3. Build and maintain the database, dashboards, and reports for dealflow management, portfolio management, and strategic partnerships
4. Support development of Impact Management & Measurement (IMM) framework and annual portfolio review meeting
5. Schedule and maintain contacts for strategic relationships in Salesforce CRM database

WHO WE'RE LOOKING FOR

We're looking for a proactive self-starter who is passionate about social impact, and who wants to create and implement systems that help bring these organizational commitments to life. You're a good fit if you work well in a fast-paced, collaborative environment with attention to detail and a deep enthusiasm for organizational processes.

Required:

- Passion for social change and commitment to equity
- Outstanding attention to detail and service orientation
- Possess strong research, analytic, and strategic skills
- Ability to read company financials and prepare financial modeling
- Handle confidential information in a professional manner
- Entrepreneurial team player with a can-do approach to solving problems
- Demonstrated ability to work independently and take initiative
- Demonstrated ability to work effectively in a fast-paced, highly collaborative, fluid work environment
- Strong time management and prioritization skills

Desirable:

- Background in business, marketing, finance, or international development
- Interest in social finance, including the broad assets that fall under impact investing
- Proficiency in Excel and GoogleSheets
- Proficiency in Salesforce and Airtable a plus

PAY RATE, WORK ENVIRONMENT, and VACCINATION POLICY

The pay rate is \$35 per hour. We expect the role to be about 10-15 hours/week. Travel and expense reimbursements are included. This role does not include benefits. The SV2 team works primarily remotely with some in person meetings and donor-facing events. For this reason, preference will be given to applicants who are located in the Bay Area. Please note that in a constantly changing environment, SV2 team members will need to maintain flexibility.

SV2 is committed to providing our team with a safe work environment and helping to promote the health of our community. As such, SV2 will require the person in this role to confidentially show proof of COVID-19 vaccination, unless they are unable to receive the vaccine because of a medical condition or sincerely held religious belief or practice. In accordance with the Americans with Disabilities Act and Title VII, and applicable state laws, SV2 is prepared to make reasonable accommodations for team members who (1) cannot take the vaccine due to a medical disability or (2) seek an exemption from the vaccine based on sincerely held religious beliefs.

APPLICATION

SV2 values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. SV2 is proud to be an Equal Employment Opportunity organization. We are committed to equity and to creating an inclusive environment.

To apply, please send a cover letter and your resume (in one PDF) with the subject line in the following format -- YOUR NAME, IMPACT INVESTMENT ANALYST -- to opportunity@sv2.org. Applications will be reviewed on a rolling basis. Thank you for your interest, and we look forward to hearing from you!