



## POSITION ANNOUNCEMENT SENIOR INVESTMENT ASSOCIATE

**Status:** Full-Time/Exempt

**Reports To:** Managing Director of Impact Investments

**Location:** San Francisco or Los Angeles, California

**Apply By:** October 14, 2022

***The Impact Investing Program of The Schmidt Family Foundation is at an exciting point of growth with a recent addition of \$100M to its AUM. We're looking for a highly motivated Senior Investment Associate to be part of a small, mighty team in alignment with the goals and ethos of the Foundation's grant making.***

### ABOUT THE FOUNDATION

Established in 2006 by Wendy and Eric Schmidt, [The Schmidt Family Foundation](#) (TSFF) works to restore a balanced relationship between people and planet. TSFF pursues its mission through three innovative and thoughtful strategies: 1) The [11th Hour Project](#), 2) the Impact Investment Program, and 3) [Schmidt Marine Technology Partners](#). The Schmidt Family Foundation is a private foundation with growing assets of over \$2 billion and an impact investment portfolio of approximately \$160M of AUM.

For more information on The Schmidt Family Foundation, visit: [www.tsffoundation.org](http://www.tsffoundation.org).

### ABOUT THE POSITION

Our investment program seeks to make impact-first investments that achieve similar impact goals as the Foundation's grant-making programs, which include sustainable agriculture, energy, human rights, and marine conservation. The Senior Investment Associate will join a dynamic team of collaborative investment professionals who move the work forward with passion and precision. The successful candidate will be an experienced investment professional who combines sharp analytic skills with a genuine commitment to and passion for the values of the Foundation. Additionally, they will be results-oriented, have a demonstrated ability to work individually and on a team, and be able to adapt as responsibilities and the program evolve. This position will report to the [Managing Director of Impact Investments](#).

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop a pipeline for the program in one or more areas of interest to the Foundation, including finding and evaluating opportunities, then presenting them to the team with a consensus-driven approach
- Lead due diligence (in collaboration with MD) on potential investments, including impact and financial risk assessment, industry analysis, competitive landscape assessment, product-market fit, go-to-market validation, and financial modeling
- Monitor and manage a subset of portfolio companies on an ongoing basis which includes reviewing investee reports; evaluating impact and financial performance; and tracking compliance with financial milestones and legal investment requirements
- Lead the execution of transactions and prepare investment memoranda and related documentation in coordination both with teams across the organization (including grant making, legal, and finance) as well as with external parties
- Collaborate with grantmaking program team(s) to develop strategies and ensure high programmatic alignment, and establish strong relationships with operational support teams (Legal, Finance, Operations)

- Develop strong relationships with external experts and build the Foundation's presence in the field
- Recommend investments to the Investment Committee in collaboration with the Managing Director of Impact Investments
- Generate a variety of financial reporting and analyses for use by the Impact Investing team and others as requested
- Contribute to the evolution of portfolio management, reporting, and forecasting tools to better inform staff, management and Board as to composition and changes within the portfolio
- Assist Managing Director with special projects and new initiatives for the Impact Investing program, which includes researching sectors and topics of interest, in addition to other tasks
- Respond to internal and external investment inquiries and communicate professionally with investees, co-investors, and other program and impact investment partners

## **DESIRED KNOWLEDGE & EXPERIENCE**

- 7+ years of experience in direct investing or working with early-stage companies, in a variety of public, private, or nonprofit settings such as venture capital, private equity, investment banking, social enterprise, or community banks; impact investing, mission-driven investing, or family office experience
- Experience in investing for impact and not just financial returns
- Demonstrated expertise in one or more of the Foundation's main issue areas: U.S. regenerative agriculture, renewable energy, or indigenous communities, energy access and sustainable agriculture in Sub-Saharan Africa, technology for marine conservation, or alternatives to plastics
- Strong financial and analytical skills including demonstrated experience building 3-statement financial models and conducting sensitivity analysis
- Excellent analytical, research, organizational, and project management skills
- Strong attention to detail and commitment to consistently providing high-quality deliverables
- Knowledge of due diligence practices and investment performance monitoring
- A commitment to social impact and supporting founders and emerging leaders, especially from underrepresented backgrounds and those building organizations that close gaps of access and/or opportunity for low-income communities and/or communities of color
- Effective verbal and written communications skills
- A positive attitude and ability to develop and maintain strong working relationships with Foundation staff, consultants, borrowers/investees, and constituencies in the impact investing field
- A high degree of honesty and integrity and demonstrated passion for and commitment to the Foundation's mission in professional and/or volunteer capacities
- A Bachelor's degree in Finance, Business, Economics or a related field or equivalent experience with strong grounding in finance and investing is required; relevant advanced degree and/or financial certification

## **COMPENSATION AND LOCATION**

The Schmidt Family Foundation offers a competitive salary commensurate with experience and an excellent benefits package that includes green and wellness benefits. The position is based in San Francisco or Los Angeles, CA with a hybrid work model, which requires two days per week in the office. The ideal candidate will be already located in the Bay Area or Los Angeles or willing to relocate. LA-based professionals would be expected to be in the San Francisco home office one week each month.

## HOW TO APPLY

To apply, email a cover letter that expresses both your passion for the mission and fit for the role; resume; and list of three references (candidates will be notified in advance of any outreach to your references) to [tsffoundation@walkeraac.com](mailto:tsffoundation@walkeraac.com) on or before 5:00 PM PT on October 14, 2022. Use the subject line: Senior Investment Associate. Submit Microsoft Word or PDF files only (one combined PDF file is preferred). Resume review begins immediately.

*Questions?* Contact our recruiting partner for the position: Jeannine N. Walker, [Walker and Associates Consulting](#), at [jwalker@walkeraac.com](mailto:jwalker@walkeraac.com).

*The Schmidt Family Foundation is an equal opportunity employer who values and supports diverse identities, experiences, and backgrounds. We encourage people from all backgrounds and industries to apply.*

*Furthermore, we believe that diversity fosters greater social, operational, and programmatic sustainability. Through our grant-making and related investments, we're committed to expanding and deepening our relationships with organizations led by BIPOC leaders in our community.*