



## POSITION ANNOUNCEMENT

### INVESTMENT ASSOCIATE

**Status:** Full-Time/Exempt

**Reports To:** Director of Impact Investments

**Location:** Menlo Park or Los Angeles, California

**Apply By:** January 5, 2021

*The Schmidt Family Foundation seeks a highly collaborative, detail-oriented, and self-motivated Investment Associate to be part of a small, supportive, and catalytic team leading Impact Investing aligned with the goals of the Foundation's grant making.*

#### ABOUT THE FOUNDATION

Established in 2006 by Wendy and Eric Schmidt, [The Schmidt Family Foundation](#) (TSFF) supports efforts worldwide that uplift communities to build resilient systems for food, water, and human health. Through community-, market- and technology-based approaches, TSFF promotes an intelligent relationship between human activity and the planet's natural resources. 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 \$500 million and an impact investment portfolio of approximately \$56M of AUM.

Impact Investing is a core piece of the Foundation's mission — to fund new businesses and solutions that address global sustainability challenges on land and at sea. Investments align with the goals of the Foundation's grant making programs and address four areas: climate change mitigation, renewable energy, sustainable agriculture, and marine technology. The investment team funds both Mission Related Investments (MRIs) and Program Related Investments (PRIs).

#### ABOUT THE POSITION

The Schmidt Family Foundation seeks an exceptional professional to join our three-person Impact Investing team. This new position will report to the Director of Impact Investments and is an exciting opportunity for an analytical and altruistic candidate. The successful candidate will be results-oriented; have a demonstrated ability to work individually and on a team; and be adaptable as responsibilities evolve and as the program builds out its strategy and team. The ideal candidate must take initiative, be organized, and bring a passion for working on the issues of the Foundation.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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 with teams across the organization - including grant making, legal, and finance - and with external parties
- Assist with performing due diligence on potential investments including impact assessment, financial risk assessment, industry analysis, competitive landscape assessment, product-market fit, go-to-market validation, and financial modeling

- Develop a pipeline for the program in one or more areas of interest to the Foundation including finding opportunities, evaluating them, and presenting them to the team
- Generate a variety of financial reporting and analyses for use by 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
- Complete timely, comprehensive and accurate meeting notes or minutes from various meetings including Investment Committee and portfolio company Board meetings
- Assist Director with special projects and new initiatives for the Impact Investing program, which includes conducting research on sectors and topics of interest and other work as needed
- Maintain investment timelines, documentation, and files to ensure timeliness and completeness for both new and existing investments
- Work with other team members on logistics of meetings, events, and conference calls as needed
- Respond to internal and external investment inquiries and communicate professionally with investees, co-investors, and other program and impact investment partners
- Serve as an active partner to the grant making team in support of strategies and goals that align with the organizational mission

#### **DESIRED KNOWLEDGE & EXPERIENCE**

- Bachelor's degree in Finance, Business, Economics, or a related field
- A minimum of 3 – 5 years of experience in investments or a related field
- Work experience in financial services including investment banking, venture capital, or private equity; Impact or mission investing is a plus
- Expertise on one or more of the Foundation's main issue areas - sustainable agriculture, energy, human rights, and marine conservation; Knowledge of energy access in Sub-Saharan Africa and/or agroecology in the U.S. or Africa is a plus
- Aptitude for quantitative analysis, either generally or related to financial transactions; advanced Excel experience is a plus
- Excellent analytical, research, organizational, and project management skills
- Experience working at or with non-profits or foundations - particularly family philanthropy, MRI or PRI experience - is a plus
- Strong attention to detail and commitment to consistently providing high-quality deliverables
- Knowledge of due diligence practices and investment performance monitoring
- Ability to work on multiple projects simultaneously with a strict adherence to deadlines
- Excellent team player capable of working flexibly and interactively within the Impact Investing team
- Effective verbal and written communications skills
- Ability to be a self-starter and occasionally work with minimal direction
- 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
- Demonstrated commitment to the Foundation's mission in either professional or volunteer capacities

## COMPENSATION AND BENEFITS

The salary range for this position is competitive and commensurate with experience and an excellent benefits package, including green and wellness benefits, is provided.

## LOCATION

Staff are currently working from home but the ideal candidate will be already located in the Bay Area or the Los Angeles area or willing to relocate to one of these areas when the Foundation's offices reopen and it is safe and advisable to do so. Post COVID-19, LA-based professionals would be expected to be in the Menlo Park home office about a week a 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 Tuesday, January 5, 2021. Use the subject line: 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 committed to using its philanthropic resources to deepen and expand its relationships with organizations led by people of color – both operationally and programmatically. The Foundation is an equal opportunity employer and strives to create an atmosphere where diversity of identity, experience, and background are welcomed, valued, and supported.*

*The Schmidt Family Foundation believes that diversity brings about greater sustainability on all levels and aims to use its resources to generate greater social and environmental diversity through its grant-making and other related investments. Candidates who contribute to this diversity are strongly encouraged to apply.*