

Open Position

INVESTMENT ASSOCIATE

Organization Overview:

Imprint Capital Advisors is a boutique investment advisor exclusively focused on designing and managing mission investment portfolios for foundations, family offices, individuals, and their advisors. Imprint advises clients on investments across the full range of issue areas, asset classes, and return profiles.

Based in San Francisco, Imprint is a growing six-person firm with over \$190 million in mission investments under advisement. Imprint currently provides the following services to over 12 institutional clients:

- *Strategy development:* Develop mission investment strategies grounded in clients' mission objectives, financial parameters, and organizational context
- *Research:* Perform landscape studies of investment opportunities tailored to clients' specific mission interests
- *Investment due diligence:* Source, screen, and diligence mission investment opportunities
- *Portfolio management:* Monitor investments made and regularly report on financial and mission performance

POSITION SUMMARY

The Investment Associate will be responsible for financial analysis, research and preparation of research reports and investment memoranda on mission investments across asset classes (e.g. cash, fixed income, public equity, private equity, etc.), issue areas (e.g. US community development, the environment, health, base of the pyramid, etc.), and structures (managers, partnerships, directs, etc.). The Investment Associate will further be responsible for monitoring investments and managing client portfolios with support from Managing Directors.

Responsibilities

- ✓ Landscape mission investment opportunities across asset classes and issue areas
- ✓ Perform market analyses, compare and contrast related investment opportunities on both qualitative and quantitative factors
- ✓ Undertake due diligence and financial analysis on funds/managers as well as individual enterprises. To include evaluation of fund/manager materials or enterprise business plans; performing market and competitive analyses; developing financial models; interviewing principals; holding reference calls; and reviewing legal documents
- ✓ Preparing summary and full due diligence investment memorandums for review by Imprint's Managing Directors and Investment Committee
- ✓ Preparing power point presentations summarizing investment landscapes and individual investment recommendations for Imprint clients

- ✓ Monitoring client investments including reviewing reports and holding regular calls with managers
- ✓ Managing portfolios and drafting quarterly client reports with support from Managing Directors

Requirements

- ✓ At least three years of working experience in fund/manager evaluation, finance or related field involving research, analysis and writing
- ✓ Excellent analytical and writing skills
- ✓ Self-starter, highly motivated with ability to take the initiative in moving projects forward and checking in with manager as appropriate
- ✓ Ability to multi-task and complete projects on time
- ✓ Strong interpersonal and verbal communication skills
- ✓ Entrepreneurial and comfortable in a small office that operates at a fast pace
- ✓ Ability to solve problems creatively
- ✓ Strong team player, interest in mission/impact investing

SALARY: Competitive salary with benefits

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