



Administrator

Boston Impact Initiative, Boston, MA

Contact: Mark Watson
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The Boston Impact Initiative has a unique role in the field of impact investing. Our fund is focused on economic justice, which means that we invest in opportunity for all people—especially those most oppressed or abandoned by our current economic system—to lead a dignified and productive life. We take a whole portfolio approach using investing, lending and grantmaking to put capital to work in our community.

Summary

The position will work closely with the Managing Director to provide administrative support for BII's investing activities, investor relations, banking and accounting, data management, event planning, social media and general administration. The Administrator will play an essential role in helping launch BII as a Charitable Loan Fund.

Duties and Responsibilities

- Track portfolio companies' payments and reporting requirements
- Coordinate capital disbursement and closing document preparation
- Prepare monthly financial reports
- Manage BII's investor database, payments and reporting requirements
- Provide event planning support
- Update and maintain BII's web site
- Manage BII's social media presence

Desired Skills and Experience

- Ability to be self-directed; entrepreneurial experience a plus
- Excellent attention to detail and strong Internet skills
- Financial reporting and management experience
- Ability to create advanced spreadsheets and basic accounting
- Strong project management skills
- Willingness to continuously learn and adapt
- Excellent interpersonal skills including verbal and written communication
- Constant Contact and Wordpress
- Bilingual in Spanish a plus
- Experience living and working in Boston a plus

Boston Impact Initiative is an equal opportunity employer. Boston residents, women, Black people, people of color, immigrants, queer and gender nonconforming people strongly encouraged to apply.