



## IMPACT INVESTMENT ASSOCIATE – PERMANENT FULL-TIME

Established in 1955, Calgary Foundation is a permanent endowment held in perpetuity for the benefit of the community. The Foundation is a 360-degree grant maker distributing more than \$48 million annually to all facets of the charitable sector.

Calgary Foundation has committed to active Reconciliation in accordance with the Truth and Reconciliation Commission (TRC) 94 calls to action and United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as an important and integrated part of our culture. Our Reconciliation journey is intentional with meaningful participation from all team members both collaboratively and as individuals.

The Foundation's vision is to build a healthy and vibrant community where everyone belongs.

### **THE OPPORTUNITY:**

Reporting to the Vice President, Chief Investment Officer, the Impact Investment Associate administers [Calgary Foundation's Impact Investments](#), a program that provides debt financing to Calgary and Area charities and nonprofit organizations working in all parts of the community. The Impact Investment Associate also assists the Director, Investments by implementing new impact investment growth opportunities and strategies.

### **SCOPE OF RESPONSIBILITIES:**

- Source potential impact investment deals by being involved and staying current with charitable and nonprofit activities in and around Calgary.
- Meet with and screen potential impact investees for program suitability (i.e. fitting within the Calgary Foundation's current impact investment strategy and eligibility criteria).
- Assist potential impact investees in completing their investment proposals and presentations.
- Maintain and improve the online proposal submission portal and enter investment information into the Calgary Foundation's relationship and payment database.
- Underwrite investment proposals and prepare investment recommendations for the Impact Investment Committee with supervision from the Director, Investments.
- Work with the Investment Administrator to prepare Impact Investment Committee minutes, motions and board reports.
- Liaise with partners such as banking institutions, intermediaries, other funders, investment advisors/consultants, other foundations.
- Communicate investment decisions to impact investment candidates.
- Prepare and disseminate terms sheets to potential investees.
- Prepare legal agreements and conduct legal due diligence with guidance from the Calgary Foundation's legal counsel
- Ensure all investment conditions are met before releasing loan proceeds to investees.
- Onboard new investees and ensure they are in contact with the Finance Team to make repayments.

- Coordinate the distribution of loan proceeds to investees and ensuring repayments are received on time.
- Support investees in submitting quarterly reports and financial and social information.
- Monitor the progress of individual investments within the portfolio and report back to the Director, Investments and Impact Investment Committee.
- Prepare quarterly financial and social performance documents for the impact investment portfolio and Impact Investment Committee meetings.
- Review impact investment processes to ensure they are effective and well documented.
- Work with the Director, Investments to periodically review and refine impact investment selection criteria
- Assist the Director, Investments with areas of strategic growth for impact investing.
- Participate in meetings where the Calgary Foundation's Major & Signature Grants and Impact Investment Programs overlap.
- Share capital campaign information with the Grants Associate and other applicable team members.
- Act as a liaison when impact investees and program candidates inquire about other Calgary Foundation funding and capacity building programs.
- Coordinate impact investment capacity building opportunities for the charitable and nonprofit community with assistance from the Investment Administrator.
- Assist in identifying new members of the Impact Investment Committee.
- Champion the Calgary Foundation and increase awareness and knowledge of its Impact Investment Program.
- Develop impact investment expertise through participation in professional development opportunities, research and external contacts.
- Provide information to and work with the Gifts and Donor Relations Team when donors request information about the Calgary Foundation's impact investment work.
- Work with the Communications Team to ensure impact investment-related promotional materials and annual reporting are up-to-date on a regular basis.
- Crosstrain with the Investment Analyst to cover each other's duties while on vacation and personal leave.

**QUALIFICATIONS:**

- Post-secondary education, ideally an undergraduate degree in business with a specialization in finance or accounting
- Minimum 5 years' work experience
- Experience either working in the:
  - Investment industry (specifically credit analysis) with a strong interest in the charitable and nonprofit sector, or
  - Charitable and nonprofit sector with advanced financial acumen
- Experience reviewing legal agreements and working with legal counsel
- Strong analytical skills and knowledge of investment analysis and policies – including a general understanding of underwriting practices
- Intermediate or advanced knowledge in MS Office
- Excellent interpersonal and presentation skills as well as verbal and written communication skills
- A strong work ethic, demonstrated track record of excellence, and ability to achieve results
- Ability to travel to prospective and current investee locations in and around Calgary

**HOW TO APPLY:**

Interested candidates are invited to submit, via email, a resume in PDF format including salary expectations and cover letter, by Friday January 22, 2021, to Tracy Maracle, Vice President, Governance & Human Resources to email: [careers@calgaryfoundation.org](mailto:careers@calgaryfoundation.org)

The salary for this full-time position is competitive with industry standards. In addition to salary, a comprehensive benefits package and participation in a matching RRSP program is also offered.

We thank all applicants for their interest, but only those selected for an interview will be contacted. For information regarding the Calgary Foundation please visit [www.calgaryfoundation.org](http://www.calgaryfoundation.org).