



---

## **Job Announcement: Investment Associate**

Posted: 12/17/2024

[Invest Appalachia](#) (IA) is seeking a creative, detail-oriented and self-motivated Investment Associate to support the growth and success of our impact investing efforts in Central Appalachia. This role will focus on assisting with the investment process for the Invest Appalachia Fund and other investment efforts, including gathering information from loan applicants, engaging with investment partners, conducting due diligence, preparing investment memos, ensuring data accuracy, and maintaining the quality of investment-related records and systems.

The ideal candidate will have a solid knowledge base around community lending and impact investment, a passion for fostering economic development, a strong ability to manage data and detailed processes, and a commitment to helping create an equitable investment ecosystem in the region.

### **Who We Are**

Invest Appalachia is a growing nonprofit, community-driven, collaborative impact investment platform dedicated to creating pathways for investment and collaboration in Appalachian communities. We use a combination of direct investment via the Invest Appalachia Fund, Catalytic Capital program, and investment ecosystem development alongside local leaders, entrepreneurs, and residents to drive sustainable development and build community wealth. Our work focuses on revitalizing sectors in Central Appalachia, an area marked by economic transition, by cultivating strategic partnerships and accessible capital. Our investment vehicles are designed to advance positive and lasting community impact in the areas of climate resilience and sustainability, equity, and community wealth-building.

Invest Appalachia serves the Appalachian counties of Kentucky, North Carolina, Ohio, Tennessee, Virginia, and West Virginia, and is governed by a regionally-representative board of directors. We are a nimble, collaborative, and primarily remote team based in Central Appalachia. To learn more, visit [www.investappalachia.org](http://www.investappalachia.org).

### **Position Overview**

The Investment Associate will play a key role in the IA investment management team by ensuring that the investment process runs smoothly. This includes preparing investment memos, collecting and verifying loan applicant information, conducting due diligence, and

maintaining the integrity of data used in investment decisions. The Investment Associate will also assist in preparing reports, tracking investments, and ensuring compliance with internal policies.

## **What You'll Do**

The Investment Associate will collaborate closely with the Director of Investment, the Chief Executive Officer, the Director of Grants and Operations, the Director of Community Impact leading the Catalytic Capital program, community and investment partners, and other team members to support the management of the IA Fund and its investment activities.

This position reports directly to the Director of Investment, who will support and oversee the overall investment strategy in partnership with the CEO.

### **Pipeline and Investment Support:**

- Serve as the primary point of contact for loan applicants, assisting them in completing the application process and collecting necessary information
- Prepare and organize investment memos by collecting, reviewing, and summarizing key information from loan applicants
- Provide applicant information to the Catalytic Capital program as necessary, support requests, and help structure blended capital investments
- Conduct due diligence on loan applications, including verifying financial data and assessing risk
- Work with third-party underwriters and partner lenders to ensure IA's underwriting standards are met
- Support the creation and distribution of investment-related documents, such as term sheets, investment proposals, and commitment letters.
- Support the preparation of investment materials for the Investment Committee
- Support the loan closing processes, ensuring all required documentation is completed and properly filed
- Collaborate with cross-functional teams to ensure that all investment processes align with IA's other programs (including Catalytic Capital), mission, and goals

### **Data Management and Quality Control:**

- Maintain accurate and up-to-date records of loan applicants, due diligence findings, and investment decisions.
- Perform data entry for all loan and investment-related information into IA's tracking systems.
- Ensure the integrity and accuracy of all investment data, conducting regular quality control checks and audits.

### **Portfolio Management Support:**

- Analyze borrower reporting and monitor credit quality. Communicate risk ratings updates to the Investment Committee and Catalytic Capital program

- Prepare portfolio reports for the CEO, Investment Committee, Board of Directors, and investors
- Provide support in portfolio impact evaluation, loan review, loan modifications, etc as requested by the Director of Investment
- Assist in data collection, tracking, impact analysis, and strategic communications about IA's investments

**Fund Management:**

- Collaborate with other staff to update investor-facing materials, maintain the IA Fund's virtual data room, and respond to investor inquiries
- Support the Director of Investment and CEO on capital calls, distributions, and other investor communications
- Support the management of third-party service providers for the IA Fund including managing contracts, reviewing and approving reports, reviewing and approving invoices, etc.
- Support the preparation and presentation of fund management materials at meetings with IA's partners, affiliates, advisors, investors, etc.

**Other:**

- Participate in field-building and educational efforts related to stakeholder engagement and capacity building
- Review and provide feedback on reports and marketing materials
- Participate in field-building and educational efforts related to stakeholder engagement and capacity building
- Provide in-house advisory support for financial due diligence in other program areas
- Support planning, design, and development of new investment programs and vehicles
- Support management and strategy for Invest Appalachia's involvement in the Greenhouse Gas Reduction Fund program (including as a sub-awardee)
- Provide strategic support for other in-house activities related to investment
- Contribute to the launch of future funds and investment vehicles

**Who You Are**

The ideal candidate will have strong attention to detail, excellent communication skills, experience in economic development and community finance, and a solid understanding of investment practices. You should be organized, self-motivated, and capable of managing multiple tasks in a fast-paced, collaborative, remote work environment. A commitment to community-driven development and supporting equitable investment strategies in Central Appalachia is essential.

This position will receive onboarding and ongoing support from senior investment staff and current contractors.

This position would ideally start by the end of February, 2025.

### **Required Skill Sets:**

- Investment Support: You have experience in supporting the investment process, including data collection, preparing memos, and conducting due diligence.
- Community Economic Development: You are familiar with the topics of community development, impact investment, economic sector development, social impact business models, and capital absorption.
- Data Management: You show a strong ability to manage and maintain accurate virtual records, perform data entry, and ensure the integrity of investment-related information.
- Communication: You demonstrate excellent verbal and written communication skills, with the ability to effectively communicate with loan applicants, team members, and external stakeholders.
- Attention to Detail: You have a keen eye for detail, with the ability to identify and resolve discrepancies in financial data or application materials.
- Problem-Solving: You possess the ability to anticipate challenges and proactively work to address issues in the investment process.
- Mission-Driven: You have a strong commitment to the values of community-driven development and building a sustainable investment ecosystem in Central Appalachia.
- Remote Capabilities: You are comfortable working remotely, learning and embracing the use of remote work technology and tools such as Google Drive, Slack, Zoom, Slab, and others.

### **Preferred Skill Sets:**

- Financial Knowledge: You are experienced with financial analysis, loan underwriting, or investment terminology.
- Regional Knowledge: You have an understanding of the economic landscape and investment opportunities in Central Appalachia.
- Tech Savvy: You are proficient with Microsoft Excel, CRM software (specifically Salesforce), and investment management systems.

### **What We Offer**

Invest Appalachia offers a competitive salary range of \$80,000 – \$95,000, based on qualifications and experience. We provide generous benefits, including high-quality health insurance including vision and dental, four weeks of PTO plus holidays, and a commitment to professional development.

### **Work Environment**

This is a full-time remote position. The ideal candidate will be based in Central Appalachia. Occasional overnight travel and in-person events will be required, primarily in-region but also including national events.

## Commitment to Diversity

We strongly encourage candidates with diverse backgrounds and experiences to apply. Invest Appalachia is dedicated to creating a workplace that reflects the communities we serve and fosters inclusivity and equity.

IA is an equal opportunity employer. It is the policy of IA to create a favorable work environment in which all employees, regardless of race, color, ethnicity, sex, sexual orientation, gender expression, age, ability, or religious affiliation, can enjoy equal opportunities in their employment relationship with the organization.

## How to Apply

Applications are due by midnight on **January 27, 2024**. Please submit your application via email to **mae@investappalachia.org** with the subject line "Investment Associate" and attach:

- A cover letter (pdf) detailing your interest in the position and relevant experience
- Your resume (pdf)
- Any relevant work samples (combined in single PDF)

For any questions about the role, please contact **Mae Humiston** at **mae@investappalachia.org** or **540-339-6697**.

All applicants will be notified via email regarding their interview status within four weeks of the deadline.