



POSITION DESCRIPTION

Role:	Operations Manager/Financial Analyst, Impact Investment Ready
Reports to:	Director of Policy, Engagement and Social Enterprise Development
Location	Melbourne CBD
Term:	Fixed term – 3 years
FTE:	1.0 (5 days per week)
Location:	Melbourne, Victoria

About Impact Investing Australia:

Impact Investing Australia is an independent organisation dedicated to growing the opportunities for investments that deliver positive social and environmental impact alongside a financial return.

Impact Investing Australia was established in 2014 in response to an industry-identified need for dedicated leadership, facilitation and capacity building. From social enterprises and not for profit organisations in need of capital, to investors wanting to achieve social impact, we provide a focal point for market development in Australia, as well as participating in efforts to grow the global market for impact investing.

One of our flagship market-building initiatives is the Impact Investment Ready Growth Grant program. The Growth Grant provides impact businesses and mission-driven organisations with grants of up to \$100,000 for business, financial, legal and other capacity building support from providers to secure investment.

In late 2018, Impact Investing Australia was selected as the administrator of the \$7m Australian Sector Readiness Fund to enable for-purpose businesses to grow their impact. The \$7m SRF, funded by the Department of Social Services, will be managed through an updated version of the IIA Impact Investment Ready Growth Grant.

About the role:

This is a unique opportunity to contribute to a ground-breaking program in a hands-on role and will suit a graduate/student at an early stage of their career. Further, the role will appeal to somebody who is passionate about the intersection of businesses that bring about social and environmental change and impact investment in private early-stage companies. It is an opportunity to work alongside and engage with some of Australia's leading impact investment practitioners and pioneers in a dynamic environment.

Under the direction of the Director, the Operations Manager/Financial Analyst analyses and screens grantee applications to determine investment readiness and potential to successfully raise capital. This includes: eligibility assessments of grant applications; review of strategy, business and financial models of applicants; preparation of documents including recommendations for the decision panel; and ensuring the overall process flow.

The Operations Manager is a central contact point for enquiries about Growth Grants for social enterprises, incubators and other service providers to impact businesses.

Key responsibilities:

- Initial screening of applications according to set criteria including analysis of financials and strategy to determine investment readiness;
- Managing Growth Grant communication and process tools, including the Impact Investment Ready website and Grant Dashboard;
- Relationship management with key stakeholders around the Growth Grants, including being the first point of contact for enterprises and providers, and liaising with grant applicants to create Final Project Reports;
- Administering the Growth Grant application process, and designing and implementing improvements to this process where applicable;
- Preparing specific reports to meet the reporting requirements of the Department of Social Services as part of the Sector Readiness Fund;
- Arranging Panel meetings and interviews;
- Preparing advice for the Growth Grant Panel assessment;
- Providing support for the Growth Grant Panel and other stakeholders; and
- Administering Growth Grant contracts.

The role may also require research and other tasks related to the strategy and operations of Impact Investing Australia and the Australian Advisory Board on Impact Investing.

Key skills and experience:

The role requires an understanding of budgets, financial analysis and the ability to work autonomously as part of a small team.

Preferred candidates will also bring to the role:

- Awareness of the challenges faced by early stage organisations;
- Understanding of areas impacting disadvantage in Australia;
- An understanding of social finance, social entrepreneurialism and the opportunities of impact investing;
- Strong interpersonal and communication skills and attention to detail; and
- Ability to work towards deadlines.

Applications:

Please send applications to enquiries@impactinvestingaustralia.com with subject line: Operations Manager/Financial Analyst.

Applications will be assessed as they are received so apply as soon as possible.

An immediate start date is preferred.