

Position Title:	Capital Activation Client and Project Manager		Position Duration:	Full time	
Org Unit:	Capital Activation		Reports to:	Senior Director Capital Activation	
Employment Status:	W2 - Denver or Remote	Salary:	\$70,000 - \$80,000	FLSA Status:	Exempt

[Impact Charitable](#) is a Denver-based nonprofit 501(c)3 organization that exists to help close the gaps between the sources of impact-first capital and communities, ventures and funds who have traditionally faced systemic barriers to accessing critical financial resources. We envision a world in which change makers can thrive by having access to the funding needed to fulfill their visions and solve systemic problems.

Impact Charitable unites catalytic philanthropists with community partners, financial institutions, foundations, social enterprises, and governmental bodies. As an Impact Capital Catalyst, Impact Charitable unlocks and accelerates capital that sparks positive change. We move more money, in more ways, to more people and places. Our work includes Direct Cash and Economic Mobility programs and a range of Capital Activation Services including Impact-First Investing.

Position Summary:

The Capital Activation Client and Project Manager, reports to the Senior Director, Capital Activation Services, is responsible for managing and executing grants and impact-first investments, as well as coordinating fiscal sponsorships, client relationships, and multi-partner projects. This role is integral to the execution and excellence of our programs and client relationships. The Project Manager will work closely with internal and external partners to support the full lifecycle of Impact Charitable Capital Activation programs working on grant management, investment execution, department coordination, impact measurement, support to clients and partners, and business development. They may collaborate with the Direct Cash Assistance, Finance and Operations teams as needed. This role will be responsible for building and maintaining exceptional internal and external relationships as well as keeping projects on a path to success.

Essential Duties:

- **Grant and Fiscal Sponsorship Management**
 - Develop and manage grant and fiscal management project workflows
 - Coordinate intake of grant applications and initiate proper document collection and partner communication
 - Review applications for grants and fiscal sponsorships against eligibility and program criteria; assess if documents meet requirements
 - Work with grantee and fiscal sponsorship partners to finalize agreements, reports, and other documentation to complete projects
 - Coordinate with Finance to ensure payments are made in a timely manner; collect payment details and create award letters

- **Donor-Advised Fund (DAF) and Relationship Management**
 - Respond to DAF grant inquiries in a timely manner, working with internal software to execute grant letters and payments
 - Set up new DAFs following established workflow and coordinating with finance department
 - Process contributions and deliver tax receipts/acknowledgments
 - Assist Advisors as needed with DAF service issues and questions
 - Prepare quarterly fund statements in partnership with Finance
 - Recognize opportunities to help DAF Advisors get the most impact out of their DAF and communicate with Integrated Capital or Direct Cash

- **Investment Project Planning and Implementation**
 - Create project plans and workflows that support the impact-first investment process, from incoming funds to partner agreements and meetings to final funding and reporting
 - Manage and maintain client and project documentation and files related to investments including, but not limited to legal agreements, side letters, and ongoing client reporting
 - Maintain/input records of Impact Charitable contacts, relationships, CRM and investment deal flow
 - Support the operations of Multi-Donor Investment funds through relationship management, meeting support, documentation and ongoing client and investee communications.
 - Support the Finance team in responding to annual audit requests and other monitoring/audit requests by funders or partners

- **Impact Measurement Support**
 - Support quarterly impact measurement and management maintenance and reporting

- Coordinate with marketing and communications to translate data and create compelling narrative
- **Department and Operations Support**
 - Manage meetings across the department which may include the investment committee, fund investment advisory committees and board meetings
 - Support ongoing organizational operational needs as required and assigned by supervisor.
 - Other work, as required and assigned by supervisor/s

Reporting Structure: Report to Sr. Director of Capital Activation

Key Competencies

- 5 - 7+ years demonstrated experience in a similar role
- Proven experience in project management, ideally with nonprofits, donor-advised funds, or impact investing.
- Strong time management skills and ability to effectively self-manage time to complete required deliverables
- Exceptional attention to detail and track record of delivering high-quality work
- Excellent verbal and written communication skills with the ability to communicate effectively with a high level of professionalism to both internal and external audiences with transparency and care
- Ability and desire to work closely/effectively with colleagues, funders/investors and investees.
- Ability to collaborate and relate effectively with a diverse range of partners across communities, geographies, sectors, backgrounds and ecosystems.
- Ability to be adaptable and responsive in an evolving startup environment with competing priorities and deadlines
- Strong comfort with, and demonstrated ability to learn, technology tools, such as Google Workspace, Microsoft Suite, Down Home (loan servicing), c_suite (our fund accounting and grants management system), project management systems (Asana), and communication systems (Slack)

Desired Values, Qualifications & Skills

- Identifies with the mission and values of Impact Charitable; embraces inclusion and belonging in work style and personal interactions
- Ability to take initiative and work semi-independently
- Balancing work quality with efficiency and productivity
- Contributes to building a positive team environment; gives and welcomes feedback; shows desire to learn and grow, both personally and professionally through this work.

Preference for candidates that also have one or more of the following:

- Experience within donor-advised funds, philanthropy or government grant programs
- Exposure to, or deep interest in, impact-first investing
- Lived experience in our focus investment communities, such as BIPOC, New American, veteran, and other overlooked and underestimated communities

Compensation

This is a Manager level role with an annual salary range of \$70,000 - \$80,000 per year, plus company incentives, based on your unique skills and experience.

This position includes company standard benefits:

- Generous time off plan along with 13 paid holidays
- Remote and flexible work schedule and environment
- 401k retirement plan with 3% employer match
- Technology stipend
- Access to health/dental/vision plan

Work Environment

- There is no expectation or required travel for this position with the exception of the regular in-person gathering of all Impact Charitable staff in Denver.
- Hybrid in Denver, or Remote

To Apply:

Please prepare:

Resume

Cover letter outlining related experience and interest in this position

Use this [FORM](#) to submit your materials

Applications due July 26, 2024