

SENIOR INVESTMENT ANALYST

Investments

Location: Baltimore, MD

Group: Investments

Unit: Social Investments

POSITION SUMMARY

The Senior Investment Analyst is an integral member of the Investments team and reports to the Director of Social Investments. The analyst has primary responsibility for monitoring and analysis of the Foundation's impact investment portfolio including risk assessment, financial modeling, and reporting. The analyst will support underwriting and due diligence on investments and cross foundation workgroups for sourcing investment opportunities. In addition, the analyst will have the opportunity to develop broad exposure to other asset classes in an intellectually stimulating and collaborative environment.

RESPONSIBILITIES

- Social investments portfolio monitoring
 - Monitor compliance for investment portfolio across a range of asset classes.
 - Review quarterly and annual reports, including financial statements, covenant compliance worksheets, and programmatic key indicators.
 - Attend quarterly and annual meetings and complete meeting notes accurately and timely.
 - Update and maintain internal financial and social impact performance tracking tools accurately and timely.
 - Draft reporting and presentation materials for workgroups, committees and Trustees.
 - Lead annual risk assessment/rating of and loss reserving for portfolio investments.
 - Coordinate with Director of Operations to manage portfolio operational functions (capital calls, modifications, reporting)
- Participate in the due diligence process for loans, loan guarantees and equity investments and help formulate investment recommendations.
- Assist in preparation and review of closing documentation, including loan/investment agreements, and reporting requirements.
- Assist in the development, management and monitoring of social investment grants (e.g., to include administrative processing, reviewing and analyzing proposals and budgets, preparing correspondence, handling grant letters and payments and maintaining records on grantees)
- Act as a liaison between investment office and program staff.
 - Coordinate program staff involvement in due diligence process.
 - Educate program staff about social investments and Casey's investment process.

- Staff internal committees and workgroups as required.
 - Coordinate meetings.
 - Draft and assemble materials.
- Help identify investment opportunities related to Casey initiatives.
- Participate in education and field-building activities related to social investments.

Investment Team Responsibilities

- Participate in evaluation of potential investments in all asset classes. Remain current on investment practices, emerging trends, vehicle structures, and new managers through research, conferences, and meetings.
- Prepare reports, presentations, memos, investment summaries, and recommendations for the Foundation's Trustees.
- Manage special projects as assigned.
- Exhibit sensitivity to and respect for differences in personal, professional and business relationships on behalf of the Foundation. Seek to utilize the Foundation resources in an equitable manner with regard to race, ethnicity and gender.
- Develop awareness and appreciation of the Foundation's mission, values, standards, principles, and programs. Be an exemplary representative of the Foundation to all external audiences.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

- Bachelor's degree in related field, preference for a graduate degree in business, finance, or related discipline.
- Minimum of five years of relevant experience, including two or more years of investment experience, including financial analysis and financial modeling.
- Working knowledge of and experience in at least one of the Foundation's program areas of interest in which social investments are made: community & economic development, financial inclusion, affordable housing and initiatives promoting family economic self-sufficiency.

ESSENTIAL SKILLS AND ABILITIES

- **Communication:** Exceptional writing, public speaking, and presentation skills, including experience presenting complex subject matter to nonexpert audiences and high-level decision makers in a strengths-based and positive manner. Is a good listener.
- **Analytical and Assessment Skills:** Strong analytical and critical thinking skills. Uses data in assessing, analyzing, maintaining, and disseminating data and information. Ability to build and use analytical frameworks, models, and approaches.
- **Interpersonal Savvy:** Relates well to all kinds of people inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- **Equity and Inclusion:** Ability to apply research as well as equity and inclusion strategies in building enduring partnerships to impact change. Ability to work with people who have diverse perspectives and backgrounds to facilitate the strengthening of relationships to pursue shared interests.
- **Collaborative:** Proven ability to work effectively, internally and externally and as part of a diverse interdisciplinary team.
- **Project Management:** Establishes project goals, milestones, procedures, defines roles and responsibilities, acquires project resources, coordinates projects throughout company, monitors project progress. Displays the administrative and organizational skills necessary to implement and oversee multiple, complex projects.
- **Planning/Organizing:** Strong administrative and organizational skills with strong attention to detail in order. Demonstrated ability to multitask and deliver quality work on time.
- **Computer Savvy/Technical Skills:** Strong proficiency in using the internet and basic software applications such as the Microsoft Office Suite, Web Ex, and Zoom

TOOLS AND EQUIPMENT USED

Telephone, personal computer, copy machine and fax machine.

PHYSICAL DEMANDS/WORKPLACE ENVIRONMENT

The work is performed primarily in an office setting. May require up to 30% travel.

COMPENSATION

This is an exempt position, meaning pay is on a salaried rather than hourly or daily basis.