



Upstart Co-Lab Impact Investing Coordinator

[Upstart Co-Lab](#), a sponsored project of Rockefeller Philanthropy Advisors, [connects impact investment](#) to the [creative economy](#) in the U.S. Read about [Upstart's journey of creativity, investment and impact](#). Upstart Co-Lab's accomplishments have been written about in [The New York Times](#), [Fast Company](#), [the Financial Times](#), [Forbes](#), and [Barron's](#).

In 2024, Upstart launched the first impact investment strategy for the U.S. creative industries: the [Inclusive Creative Economy Strategy](#) targets market rate returns; prioritizes BIPOC and women entrepreneurs leading companies in creative industries; and delivers people-focused impact: quality jobs, vibrant communities, and sustainable creative lives. In tandem, Upstart is conducting an influence strategy focused on unlocking artists, art patrons and endowed cultural institutions as a new cohort of impact investors, and the creative sector as a new source of impact capital.

Working closely with Upstart's Founding Partner, the Impact Investing Coordinator will play a key role securing impact investment and philanthropic support from foundations, donor advised funds and endowed nonprofit arts organizations. The Coordinator will be responsible for managing investor relations, grant writing and reporting, and special events. In direct support of the Inclusive Creative Economy Strategy, the Coordinator will be a primary point of contact with both ImpactAssets and the Artists Advisory Committee.

This is an ideal opportunity for an individual with nonprofit fundraising experience seeking an introduction to the impact investing sector with a focus on impact investor client relations and managing impact investing fund.

Primary responsibilities:

Resource mobilization

- manage relationships with impact investors and donors
- prepare correspondence, proposals, reports
- participate in investor and funder meetings
- maintain records related to investors and funders

Inclusive Creative Economy Strategy

- serve as a primary contact with ImpactAssets on the Inclusive Creative Economy Strategy
- manage Upstart's Artists Advisory Committee

Special events

- manage Upstart Annual Meeting for impact investors and funders
- manage all webinars, conference presentations and special events
- activities include:
 - coordinating with external partners, speakers, venue and caterers
 - on-site event leadership



- managing all invitations and RSVPs

As needed responsibilities (in coordination with Program Manager):

Communications

- manage Upstart external communications
- liaise with developers to maintain Upstart website
- maintain customer relationship management database (CRM) and Mailchimp contacts

Administrative

- Backup coverage for Program Manager regarding scheduling and invoices

QUALIFICATIONS

The ideal candidate is a 4-year college graduate with at least 4 years of work experience in a busy, mission-driven, professional office environment.

The candidate is a strong critical thinker and communicator; able to represent Upstart Co-Lab to external stakeholders; with experience in grant writing and philanthropic fundraising, investor relations, special events, project management, partnerships management, and communications.

Proficiency with Microsoft Office, Keynote, Mailchimp, CRMs plus strong writing skills required.

OTHER INFORMATION

The candidate must be highly self-directed; able manage multiple responsibilities; and work well as part of a small, friendly team. Upstart offers a start-up environment with opportunities to take significant responsibility, and demonstrate leadership.

This is a full-time position for 12 months (with the possibility of extension) offering \$75,000 annual compensation plus benefits including 6 weeks vacation. (Note, vacation days are used for office closure during Thanksgiving week and the final 2 weeks of the December.)

The Upstart Co-Lab team is based in New York, Los Angeles and San Jose, CA; remote work is possible from within the U.S. All applicants must be authorized to work in the U.S.

Please email a CV and short cover note to Laura Callanan (lauracallanan@upstartco-lab.org).