



# Catalytic Capital Analyst

## San Francisco / Oakland, CA

### April 2022

#### WHO WE ARE

Communities on the margins of opportunity deserve a trusted partner on their journey towards financial growth and stability. As a locally invested, collaborative partner in social justice and financial equity, Community Vision provides nonprofits, small businesses, and social enterprises with strategic investment and guidance, to deepen work, scale impact, and strengthen our communities.

We know that supporting community-owned and community-governed projects creates shared prosperity and builds collective, and self-directed, economic and political power. This position will put you at the forefront of exciting organizational growth and the re-envisioning of how we carry out our work; creating greater efficiency internally and deeper impact externally.

Community Vision is dedicated to anti-racist practices and to building an anti-racist organization. This includes treating colleagues with respect, supporting the vision of the organization, and acting as ambassadors of [our values](#).

#### THE OPPORTUNITY

The **Catalytic Capital Analyst** is a multifaceted position that collaborates regularly with all Department members, our External Relations Department, our funders, and our clients, grantees and borrowers. This position will assist to develop, analyze, and manage catalytic, real-estate-related capital programs such as recoverable grants and soft debt, and the portfolio of projects receiving funds from these programs..

The Catalytic Capital Analyst will create public program materials; engage in program-related outreach; review grant and loan applications against guidelines and established criteria; analyze financial and real estate project information; prepare written and verbal project presentations; coordinate internal and external stakeholders to evaluate projects; manage fund disbursement and compliance; manage programmatic data; and facilitate internal learning and process improvement for the Catalytic Capital team.

## WHAT YOU WILL DO

### **Program Coordination**

- Build trusted partnerships with community-based organizations in Community Vision's service area (Bay Area, Central and Northern California).
- Engage with deeply-rooted members of these communities via calls, email, forums, surveys, etc. at various intervals to inform program design.
- Collaborate with the Communications team to create packages of program materials including email announcements, program guidelines, FAQs, applications, application checklists, reporting requirements, and grant agreements.
- Publicly present complex and detailed information, and answer program questions via email, live web pages, and live and recorded videos.

### **Financial, Real Estate and Impact Analysis**

- Review and analyze application materials, including nonprofit financial statements, nonprofit commercial real estate transaction documents, and applicant programmatic impact data.
- Create narratives summarizing analyses for selection groups.
- Prepare dockets for selection group review.
- Coordinate and schedule selection meetings.
- Verbally present analyses, as needed.

### **Disbursement & Compliance**

- Communicate regularly with clients and grantees to collect required documentation.
- Problem-solve challenges creatively and flexibly.
- Keep excellent written and electronic records.
- Manage multiple complex and deadline-driven disbursements.
- Continue to update policies and practices based on compliance research and reporting best practices.
- Regularly input data into Salesforce and maintain a high level of data integrity.

## **Process Improvement**

- Implement trust-based capital deployment strategies wherever possible.
- Analyze efficiency of current program operations and business processes and make detailed recommendations for improvement.
- Participate in program and policy development, providing feedback and workflow analysis.
- Pursue professional development opportunities and maintain needed job knowledge, skills and competencies by participating in educational programs and learning networks.

## **WHO WE ARE LOOKING FOR**

### **Ideal qualifications**

- 4+ years of professional experience preferably in one of the following fields: nonprofit finance, real estate, project management, community-based lending, or community development.
- Familiarity with the following concepts/strategies: Trust-Based Philanthropy, Integrated Capital, Program-Related Investments (PRIs), recoverable grants and forgivable loans.
- Excellent quantitative analysis skills.
- Strong verbal and writing skills.
- Superior attention to detail.
- Creative problem-solver who can balance innovation and compliance.
- Experience with Salesforce and Microsoft Excel.
- Excellent community engagement skills.
- Ability to produce professional quality work that meets agreed upon deadlines.
- Ability to successfully manage multiple competing priorities.
- Strong team player and ability to work in a cooperative and diverse environment.
- Understanding of and ability to work with a range of nonprofit clients which reflect the diversity of the Bay Area, Central and Northern California.

## MORE ABOUT THE POSITION

The **Catalytic Capital Analyst** is a full-time non-exempt position. This position reports to the Managing Consultant, Grantmaking & Financial Management. The salary for this position is between **\$70,040 - \$87,550** annually, depending on experience. Benefits include: 100% health insurance premium coverage for employees and a contribution towards dependent coverage, dental insurance, long-term disability and life insurance, transportation and cell phone subsidies, employer contributions towards retirement savings, three weeks' vacation, and a commitment to work/life balance. Occasional evenings and out of area travel may be necessary. The position involves regular computer and telephone use plus some minimal lifting. The position can be based at either of Community Vision's offices in San Francisco, Oakland, or the Central Valley. All staff are working remotely until further notice.

## TO APPLY

Send resume and cover letter via email to [theo@thenorfusfirm.com](mailto:theo@thenorfusfirm.com) Subject line should read: **Catalytic Capital Analyst**. Cover letters should discuss your interest in the position and in working at Community Vision. Position will remain open until filled.

For more information on our programs and services, please visit our website at: [communityvisionca.org](http://communityvisionca.org).

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Community Vision is an equal opportunity employer and is committed to providing applicants and employees with a diverse, equitable and inclusive environment free of discrimination and harassment. All employment decisions at Community Vision are based on business needs, job requirements and individual qualifications, without regard to age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, or any other status protected by the laws or regulations where we operate. Community Vision will not tolerate discrimination or harassment based on any of these characteristics and encourages applicants with these characteristics to apply.