

845 Brook Street, Rocky Hill, CT 06067
T 860.563.0015
InclusiveProsperityCapital.org



INCLUSIVE PROSPERITY CAPITAL ASSOCIATE, ASSET MANAGEMENT & COMPLIANCE

ABOUT THE ORGANIZATION

Inclusive Prosperity Capital, Inc. is a not-for-profit investment fund thriving at the intersection of clean energy finance and community development. Our team is focused on connecting investment capital with mission-aligned organizations, clean energy projects, and community initiatives in traditionally underserved markets.

We believe everyone should have access to the benefits of clean energy. We can change the conversation in underinvested neighborhoods and markets, helping to deliver **Inclusive Prosperity**.

For more information about IPC, please visit us at: <https://www.inclusiveprosperitycapital.org/>

ABOUT THE OPPORTUNITY

IPC seeks an Associate to join its growing Program Operations team. A qualified candidate will focus on compliance reporting, asset tracking and impact metrics for IPC's growing portfolio of investments and suite of mission-aligned investors.

Responsibilities include:

- Tracking deadlines for compliance reporting (financial, impact, pipeline, etc.) due to IPC and to external partners, and coordinating with appropriate staff and external counterparties;
- Assisting with the creation, preparation and maintenance of standardized and specialized compliance reports and impact metrics;
- Ensuring timely delivery of all required reports due to IPC and external partners;
- Assisting with the compilation of IPC's Annual Report;
- Supporting audit activities as necessary

This is a new position that will have the opportunity to build out the processes and systems used. It is a unique opportunity to play a key role in a growing, mission-oriented organization, and as such successful candidates will be expected to apply an "all hands" approach.

QUALIFICATIONS

Education & Experience:

A Bachelor's degree in Business Administration, Economics, Finance or related field, and two years' experience with compliance reporting and tracking, required. Knowledge of impact

reporting a plus. A Master's degree can be used to substitute two (2) years' professional experience.

Skills:

IPC seeks candidates that exhibit both mission alignment and professional competency in the following areas:

- Experience with compliance reporting development and tracking;
- Strong organizational skills, attention to detail and demonstrated ability to prioritize competing demands and perform multiple tasks with respect to internal and external deadlines;
- Experience supporting the creation of annual reports and impact reporting metrics;
- Strong interpersonal skills for engagement with internal staff across the organization and external stakeholders;
- Ability to communicate effectively, tactfully, and courteously through oral and written communications;
- Proficiency with the Microsoft Office Suite, particularly Excel;
- Working knowledge of clean energy technologies and financial products desired, but not required;
- Experience with Salesforce desired, but not required

Above all, an ideal candidate will be eager to learn and grow in a collaborative fast-paced team environment.

JOB DETAILS

- Reports directly to the Manager of Program Operations
- Can be remote or based in IPC's Rocky Hill, CT or New York City offices
- Competitive compensation package commensurate with experience
- Benefits includes generous paid holidays and time off policies; health insurance covering medical, dental and vision; 401K; and tuition reimbursement

EQUAL OPPORTUNITY

IPC is an equal employment opportunity employer. We are strongly committed to fostering a diverse, welcoming, and inclusive work environment. IPC provides equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, age, present or past history of mental disability, intellectual disability, learning disability, physical disability, including but not limited to blindness, status as a veteran, or any other characteristic protected by applicable federal, state, or local laws.

IPC complies with the Americans with Disabilities Act and corresponding state or local law. If you believe you need an accommodation in order to participate in the application process, please contact careers@inclusiveteam.org.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Women, people of color, individuals with disabilities, and veterans are encouraged to apply.

APPLICATION PROCEDURE

To apply for this opportunity, please email your resume and cover letter to careers@inclusiveteam.org with “Associate, Asset Management & Compliance” in the subject line.