Position Description
GoATL Economic Inclusion Fund Manager

DEPARTMENT: GoATL Evolution
POSITION: Full-time Exempt
REPORTS TO: Managing Director, GoATL

Founded in 1951, the Community Foundation for Greater Atlanta (Foundation) is one of the largest philanthropic organizations in the Southeast. In 2021, the Foundation launched a new strategic plan, TogetherATL, to focus on equitably improving the life outcomes of all residents of metro Atlanta by connecting donors to community. The strategic initiatives of the plan will drive systemic change and advance place-based priorities by growing co-investment in the region.

A key initiative of TogetherATL is GoATL Evolution, a $125 million impact investment initiative designed to accelerate and sustain social outcomes in our community by strategically investing capital through fund models focused on affordable housing, economic inclusion and community capacity. The Foundation’s original impact fund, the GoATL Fund, was founded in 2018 and has since invested nearly $13 million to address the region’s most critical needs. To scale the Foundation’s impact investment work, the team is launching the GoATL Economic Inclusion (GEI) Fund for purposes of investing directly in marginalized and BIPOC-owned small businesses in order to advance equitable job creation and wealth building among underserved communities.

Reporting to the Managing Director, the GEI Fund Manager is responsible for deploying capital, managing the portfolio and overseeing the daily activities of the GEI Fund, as described below.

Essential Functions of the Position:

- Portfolio management of the GEI Fund, including effective oversight of:
  - Due diligence, underwriting, investment documentation and closings.
  - Monitoring, reporting and evaluation of individual impact investments and consolidated reports.
  - Prepare investment memorandums and supporting documents for the Foundation’s committee meetings and the internal GoATL team.
  - Internal partnerships essential to supporting the management of above items.
- Lead outreach and development of relationships with prospective small businesses, nonprofit partners and community stakeholders to develop the pipeline of the GEI Fund.
- Manage relationships with investment partners to enhance and expand opportunities for deploying new investments.
- Manage daily operations and processes alongside GoATL’s consultants, to include working with internal and external partners to organize the systems to support reporting, compliance, impact evaluation and communication of portfolio performance and returns.
- In collaboration with the Managing Director, assist in the management of:
  - Capital raising opportunities with Foundation donors, local and national foundations, corporations, public sector partners and other private and institutional investors.
Outreach, education, communications and partnership development with external stakeholders interested in advancing the practice of impact investing, including engagement with the Georgia Social Impact Collaborative (GSIC).

• Generally assist the Foundation, the internal GoATL team and the Managing Director as needed to advance the mission of the organization.
• The position will gain additional responsibilities and functions as the GoATL initiative grows.

Qualifications:

• Bachelor’s degree required with preferred completion of study in business, finance or related field; Masters preferred
• 3 to 5 years of experience in banking, private equity, venture capital or impact investing, preferably to include exposure or experience in business lending or investing, due diligence, as well as structuring, underwriting and closing transactions.
• Preferred experience launching, funding or collaborating with nonprofits or public sector startups in the southeast; experience in raising capital would be advantageous
• Experience managing or administering systems and processes related to business transactions, loan closings or completing impact investments.
• Ability to research, analyze and synthesize impact data, financial performance, industry trends and developments, and organize reports accordingly.
• Demonstrated interest and ability to develop networks and diverse contacts in the community and foster relationships with entrepreneurs, nonprofit leaders and business leaders.
• Excellent interpersonal skills and demonstrated ability to collaborate, manage and foster inclusive internal and external relationships.
• Strong proficiency with Microsoft Office (Outlook, Word, Excel, Teams), and the ability to effectively utilize proprietary software, including project management, fund management and CRM systems.
• Strong analytical ability and financial acumen to interpret financial statements/condition and investment opportunities.
• Excellent ability to organize and prioritize daily work and multiple requests/assignments while managing long-term strategic projects.
• Proficient writing, editing and proofreading skills with the ability to gather and organize information appropriately.
• A high degree of professionalism, confidence and flexibility that exhibit the ability to work collaboratively and effectively with stakeholders and colleagues of diverse backgrounds.
• Strong time management and adaptable in a fast-paced environment.
• A clear commitment to equity of opportunity, supported by a record of impact in areas relevant to the Foundation’s evolving strategy, as well as a genuine respect for diversity, equity and inclusion.

Other:
All employees are required to be fully vaccinated against COVID-19 (medical and religious exemption accommodation possible) within 30 days of hire.
The Community Foundation operates in a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week if in good standing.
Compensation:
To be determined based upon experience and qualifications within the anticipated salary range of $75,000-$85,000. This position is exempt and employee is eligible for the Foundation’s competitive health and benefits plan.

To Apply:
Please submit your resume for consideration to hr@cfgreateratlanta.org with the subject line of “GEI Fund Manager”.

The Community Foundation for Greater Atlanta provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Community Foundation for Greater Atlanta values diversity, equity and inclusion; therefore we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.