

Job Announcement: Analyst

About Gary Community Investments:

[Gary Community Investments](#), which includes The Piton Foundation, invests in for-profit and philanthropic solutions for Colorado's low-income children and their families. We believe that business and philanthropy can—and should—work together to create opportunities for those who need it most. Gary Community Investments (GCI) is committed to investing in quality early childhood and youth development systems, expanding sustainable economic opportunities, and developing and supporting programs that create healthy family and community environments.

Position Summary:

We are seeking a dynamic, self-directed Analyst to support the investment and management of GCI's philanthropic and impact investing portfolios within Colorado. The Analyst will work with the Investment Project Manager to perform research and analysis on new and existing investments and initiatives for the Investment Team as well as provide ongoing support to broader team activities. The Analyst will also work in support of the Vice President, Strategic Assessment on key research and analysis projects related to assessment of the impact of the overall Colorado for-profit and non-profit investment portfolio. Financial experience is not required, but strong quantitative skills and an interest in impact investing are a must.

The Analyst will report to the Senior Vice President, Philanthropic and Impact Investing.

Essential Duties and Responsibilities:

The two primary responsibilities of the Analyst are to: (1) perform high quality research and analysis on potential charitable and for-profit investment opportunities, and new and ongoing GCI impact initiatives, and (2) support the investment team with the execution of special projects and presentations.

Research and Analysis:

- Active involvement in all aspects of the investment diligence process, including participating in meetings, assisting in the quantitative and qualitative evaluation of investment opportunities, performing landscape and risk analysis, and assisting in the preparation of investment recommendations to the GCI Investment Committee and Board of Directors.
- Perform background research on potential charitable and for-profit investment approaches and sector players.
- Assist with the analysis of potential investees including financial modeling, determination of risks, and forecasting. Monitor investee budget and cash flows as needed.
- Conduct research and assist in the preparation of presentations focused on field building activities related to GCI's four investment outcome areas.

Special Projects:

- Support the execution of cross-departmental and special projects among the investment team, the impact assessment team and other teams within GCI.
- Complete research projects that explore new or refined areas of focus and innovation for the organization. Translate findings into streamlined presentations and recommendations for internal and external stakeholders.
- Support in the articulation and visualization of portfolio-level investment impact data.
- Prepare materials for bi-monthly Board meetings in Excel, Word, and PowerPoint.
- Assist with the team's maintenance of the Salesforce CRM system.
- Support other ongoing team execution tasks as needed.

Qualifications:

- A college degree is required. A degree in business, finance, economics or a related field is a plus.
- The ideal candidate will have 0-3 years of analytical or research work experience. Some experience working in the non-profit and/or social sector is preferred.
- Intellectual curiosity and the ability to think critically; must be proactive and open to new challenges.
- Self-directed and must work well in small, diverse teams to achieve results.
- Excellent organizational skills and strong orientation in detail and accuracy.
- Strong writing, communication and presentation skills required.
- Strong research and analysis skills with an ability to communicate data and insights in a structured fashion. Experience in data visualization a bonus.
- Strong and demonstrated quantitative and analytical skills. Understanding and experience in financial modeling is a plus.
- Comfortability with Microsoft Excel, Google applications and Salesforce or other Customer Relationship Management systems.

Compensation & Benefits:

- Competitive salary; commensurate with experience
- This is a regular, full-time position based in Denver, Colorado
- Competitive health benefits package including medical and dental
- Vacation, Sick Leave and Paid Holidays
- 401(k) plan

How to Apply:

Please complete our Employment Application accessible on our [website](#) and submit it along with a cover letter and current resume to jobs@garycommunity.org by October 13, 2017. No phone calls please.

Gary Community Investments is a proud [Certified B Corporation](#) and [Benefit Corporation](#). The Company is dedicated to the principles of equal employment opportunity and encourages diverse candidates to apply.