



Investment Analyst Job Description

Employment Type: Full-time (40 hours per week)

Work Hours: Two schedules are offered; 9 am to 5 pm Pacific Time **or** 9 am to 5 pm Eastern Time

Salary: \$70,000 - \$80,000 per year

Location: Remote

Benefits: Full

Company Description

Adasina Social Capital is a public equities impact asset manager with global social justice investing strategies. Adasina's commitment to social justice movements centers the communities most impacted by injustice, as we leverage our portfolio investments to advance racial, gender, economic, and climate justice at the scale of the market. Our diverse team of people from non-traditional backgrounds works together with all of our stakeholders to align and mobilize investors for systemic change through industry campaigns and education.

Job Summary

The Investment Analyst (IA) supports the Investment Department under the guidance of the Director of Public Equities/Associate Portfolio Manager (DPE/APM), working closely with the Impact Department. This role includes assisting with Investment and Portfolio Management functions, with the opportunity to progressively take ownership of specific workflows contributing to the overall semi-annual reconstitution and rebalancing of Adasina's Social Justice Index, ETF, and separately managed accounts.

With oversight from the DPE/APM and Client Portfolio Manager (CPM), the IA owns monitoring and reporting for all public equities products ensuring data accuracy and collaborating with internal and external stakeholders to ensure reporting deliverables are received. The IA also supports the DPE/APM and CPM on various department research initiatives. Additionally, this role supports departmental operations, refining processes, resolving operational issues, and supporting cross-departmental requests.

Details of Role

INVESTMENT & PORTFOLIO MANAGEMENT SUPPORT (40%)

- Support the Investment department to ensure successful semi-annual reconstitution of the Adasina Social Justice Index and rebalance of the Adasina All Cap Global Exchange-Traded Fund (ETF) and separately managed accounts (SMA)
- Manage and maintain auditable documentation for all steps in the creation of the reconstitution and rebalance process



- Manage and archive relevant files to ensure the accuracy and completeness of reconstitution and rebalancing of Adasina's investment products
- Perform manual exclusion list reviews under the guidance of the DPE/APM
- Prepare data aggregation, application, and analysis under the guidance of the DPE/APM
- Maintain and update internal models, dashboards, presentations, and templates with support from the DPE/APM
- Support the maintenance of social justice investor datasets that are exclusively in the public equities products
- Support the team with conducting due diligence on new and existing impact data sets for integration into the public equities strategy
- Occasionally support the DPE/APM with portfolio construction and risk management for all public equities products.

ONGOING MONITORING, DUE DILIGENCE, AND REPORTING (30%)

- In partnership with Institutional Due Diligence Specialist, validate and complete recurring reporting tasks for all public equities products and ad-hoc reporting requests
- Data management and archiving to ensure accuracy and completeness for all ongoing monitoring, due diligence, and reporting of Adasina's public equities products
- Liaise with internal and external stakeholders to ensure timely communication of all monitoring, due diligence, and reporting tasks
- Support ongoing monitoring and due diligence of all public equities products and ad-hoc due diligence requests
- Support the Client Portfolio Manager (CPM) by providing portfolio data for portfolio analysis and commentary.

DEPARTMENT SUPPORT (20%)

- With support from the DPE/APM, create and/or update operational processes and procedures for the Adasina Investment department
- Act as the first point of contact for operational issues raised by internal or external stakeholders, identifying issues, relaying them to the Investment team, and supporting resolutions
- Support the Investment department with investment strategy research and development initiatives
- Support the Investment department in the completion of cross-department requests

RESEARCH SUPPORT (10%)

- Support the DPE/APM with company, industry, and global macroeconomic research and analysis.
- Support the Investments & Impact Group Directors with research and development initiatives related to the group strategy.

Requirements

- 2+ years of relevant experience
- Bachelor's degree
- Experience and high proficiency in multi-stakeholder project management
- Demonstrated experience with data management
- Highly proficient in Google Suite and Microsoft Office Suite, including expertise in Google Sheets and Microsoft Excel
- Highest attention to detail and consistent commitment to accuracy
- Demonstrated experience with meeting deliverable deadlines
- Willingness to learn new skills and systems and to collaborate in other areas as needed



- Demonstrated experience in workflow, process, and procedure development
- Committed to safeguarding compliance, security, and privacy when handling personal and financial data

Preferred Qualifications

- Demonstrated interest in, and experience with, social justice activism, organizations, causes, and/or impact investing
- Experience with ESG screening strategies
- Experience developing and managing relationships with diverse groups of people
- Experience with Bloomberg Professional Services
- Experience with Monday.com or similar project management system/CRM
- Success working in a remote environment

How to Apply

To apply, please submit your resume and a cover letter (as separate files) explaining your qualifications and why you are interested in the position to apply@adasina.com in PDF format. Please ensure the subject line of your email reads "Application for IA_[Your Last Name], [Your First Name]." Applications will be accepted until the position is filled. Interviews will be scheduled on a rolling basis, starting in January 2025. The anticipated start date for the role is February 2025.

Adasina is committed to creating and maintaining a diverse workplace that reflects our progressive values and the communities for which we seek justice. Women, BIPOC, and LGBTQ+ candidates are strongly encouraged to apply. Investment management and financial services are highly regulated industries, therefore all applicants must respect confidentiality and adhere to the firm's Privacy Policies and Code of Ethics. Pursuant to the California Fair Chance Ordinance, Adasina Social Capital will consider employment-qualified applicants with arrest and conviction records.