



Investment Due Diligence Specialist Job Description

Employment Type: Full-Time (Pacific Time Zone)

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

Location: Remote

Benefits: Full

Company Description

Adasina Social Capital is an investment and financial activism firm that believes that community-sourced impact data should set the standards for how publicly traded companies participate in racial, gender, economic, and climate justice. Our diverse team of people from non-traditional backgrounds works closely with the communities we intend to impact – aligning investors with social justice movements. In addition to managing investment portfolios, Adasina mobilizes investors to drive long-term impact through industry campaigns and education.

Job Summary

The Investment Due Diligence Specialist (IDDS) is responsible for successful completion of institutional business development processes that result in Adasina products gaining approval for inclusion in institutional investment portfolios and platforms. Institutional asset allocators including registered investment advisors (RIAs), investment consultants, broker-dealers, and turnkey asset management platforms (TAMPs) all require the successful completion of unique due diligence questionnaires and processes prior to investing in Adasina products. The IDDS is responsible for shepherding Adasina's products through institutional due diligence processes, including managing successful communications with existing and potential institutional asset allocators. The IDDS reports directly to the Director of Marketing & Business Development (DMBD) and works primarily with the Business Development Team.

The ideal candidate is eager to learn Adasina's unique impact strategy and increase institutional adoption of these strategies. The IDDS is also able to prioritize and manage a meaningful workload, capable of working independently and in coordination with a cohesive team, has strong written communication skills, and is comfortable working in a fast-paced environment.



Details of Role

INSTITUTIONAL DUE DILIGENCE (70%)

- Complete all institutional due diligence questionnaires for Adasina investment products, with an extremely high level of accuracy, timeliness, and attention to detail; collaborating with internal and external teams as needed
- Organize, monitor, and implement the institutional sales process, from initial interest through close, including lead qualification, due diligence questionnaire coordination and completion, proposal development, and successful closure
 - Prepare prompt and accurate answers to all questions or information requested by prospective allocators during institutional due diligence processes
 - Maintain relationships and provide ongoing updated information to all institutions at which Adasina products are approved
 - Develop and provide reports to track current and prospective institutional investment opportunities
 - Track the progress and pipeline of institutional due diligence processes within a customer relationship management (CRM) system; check in regularly with each institution to expedite the approval process

BUSINESS DEVELOPMENT COORDINATION (20%)

- Lead and collaborate with other team members to formalize, document, and refine the institutional due diligence process within a CRM system
- Maintain ongoing communication with DMBD regarding the status of open due diligence processes and best-fit opportunities for engaging in new due diligence processes
- Collaborate with the DMBD to determine which team members to involve for high-value prospective allocators
- Coordinate introductions to appropriate members of the Adasina team when necessary during the due diligence processes
- Identify marketing materials used in the institutional due diligence process that require compliance, SEC, and/or FINRA advertising review and coordinate with marketing and compliance teams to obtain approvals

FIELD RESEARCH & REPORTING (10%)

- Research key institutional investment due diligence trends and participate with Marketing & Communications in translating the research into high-level communications that improve due diligence process approval outcomes

Requirements

- At least 3 years of relevant investment industry experience
- FINRA Series 7 or ability to obtain within three months of employment
- Series 65 or ability to obtain within three months of employment
- Stellar written and verbal communication skills
- Proficiency with Google Workspace
- Ability to self-motivate and manage working independently on detail-intensive projects
- Strong organizational skills and time management abilities; capacity to prioritize competing responsibilities
- High attention to detail and consistent commitment to accuracy
- Ability to work with a diverse range of staff and partners



- Willingness to learn new skills and systems and to collaborate in other areas as needed

Preferred Qualifications

- Proven ability to successfully complete institutional due diligence
- Experience in marketing and/or business development
- Experience with HubSpot or a comparable CRM
- Experience with Monday.com or similar project management Work Operating System
- Demonstrated interest in, and experience with, social justice activism, impact investing, and project management

How to Apply

To apply, please submit your resume and a short cover letter explaining your qualifications and why you are interested in the position to apply@adasina.com. Please ensure the subject line of your email reads "Application for IDDS_[Your Last Name], [Your First Name]." Applications will be accepted until the position is filled and will be reviewed on a rolling basis.

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 a highly regulated industry, therefore all applicants must respect confidentiality, adhere to the firm's Privacy Policies and Code of Ethics. Pursuant to the California Fair Chance Ordinance, Adasina Social Capital will consider for employment qualified applicants with arrest and conviction records.