



Client Portfolio Manager 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: \$110,000 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 Client Portfolio Manager (CPM) is the firm's offering ambassador for its Public Equities Strategy and products. The CPM requires a deep understanding of products and serves as a specialist to both internal and external stakeholders. The CPM reports to the Managing Director of the Investments and Impact Group (MDII), and the Investment Due Diligence Specialist reports to them. As a member of the Public Equities Portfolio Management Team (PE PMT), works closely with the PE PMT in making investment and portfolio management decisions.

This dynamic role not only demands advanced expertise in investment strategies but also requires strategic communication and relationship skills to influence and fulfill the firm's growth objectives effectively. The CPM partners deeply with the Growth Group to drive the firm's asset growth, by providing technical investment acumen to produce sales. This can include supporting the development of collateral tailored to specific product offerings, client and prospective client presentations, and other materials enhancing institutional sales efforts.

Details of Role

INSTITUTIONAL DUE DILIGENCE & REPORTING (60%)

- Lead and manage the research and due diligence process for existing product offerings, to enhance placement on recommended lists and inclusion in home office discretionary model portfolios
- Serve as the primary intermediary between the Investment Department and Growth co-owning all pertinent client due diligence and research meetings with the DRM



- Collaborate with the Director of Relationship Management (DRM) during the due diligence process to ensure seamless communication and effective management across all client interactions and growth opportunities
- Build and develop trust-based relationships with institutional sales channels including RIA financial advisors, approved wirehouse or platform financial advisors, and institutional asset owners responding to product information, updates, and questions from prospective and existing clients as well as research teams
- Highlight findings from monitoring, due diligence, and reporting on all products, global market trends, global economic data, and other interpretations of reporting deliverables

MARKETING AND SALES SUPPORT (20%)

- Engage and provide technical sales support for current and prospective clients discussing the firm's product lineup, ensuring clear communication of benefits and performance that results in sales conversion and retention of managed assets
- Understand prospective client criteria for product selection and clearly articulate how the firm's offerings meet stated and unstated client needs, to support sales and relationship management efforts
- Respond to all Growth Group requests to the Investment Department including, but not limited to requested analysis, questions regarding the portfolio and public company exclusions and inclusions from the Adasina PE Investable Universe, and other ad-hoc requests
- Provide expert insights, guidance, and support to the Marketing Department in their development of client-ready external collateral, product commentary, and other materials for existing clients and prospects to ensure the audience is well informed on our investment strategy and processes, investment criteria, product performance, product improvements, market trends, strategic positioning, and other attributes of the firm's offerings

INVESTMENT & PORTFOLIO MANAGEMENT (10%)

- Function as a backup to the DPE/APM for critical investment functions, ensuring operational continuity and readiness for business contingency activation
- As a member of the PE PMT, participate in the evaluation and approval of portfolio decisions and ensure every decision made in the construction and management of the Public Equities Strategy is ideologically and logically aligned with the portfolio's guiding principles, all other decisions made for the portfolio, and Adasina's overarching goal of advancing social justice through financial markets
- Act as a thought partner with the DPE/APM on Investment Department key functions
- Work closely with the DPE/APM, Director of Social Justice, and MDII to understand and communicate the overall social justice investing business strategy

DEPARTMENT POLICIES, PROCEDURES, & MANAGEMENT (10%)

- Co-manage the IDDS; provide oversight and approval for the due diligence, product reporting, and client reporting functions they own, ensure alignment across their streams of work, and provide timely performance feedback and professional development
- Manage relevant cross-functional workflows across the Investments and Impact, Growth, and Operations Groups



- Manage workflows at the intersection of Investments and Growth functions including client due diligence & reporting, sales support, and limited PE PMT processes, focusing on decision-making and approval processes

Requirements

- 5+ years of relevant experience, preferably in social justice or other impact investing discipline
- Strong presentation, writing, and interpersonal skills with the ability to communicate technical portfolio concepts to diverse audiences with varying degrees of investment expertise, and the ability to discern and adapt to the level of investment acumen
- Experience in investment due diligence and research
- Experience in identifying, developing, and closing new business opportunities with clients and prospects
- People management skills to interact with clients, colleagues, cross-functional teams, and third parties
- Expert proficiency in Excel and/or Google Sheets, and Bloomberg
- Series 7 and 65 licenses or the ability to sit for the exams
- Eagerness to learn new skills and systems and collaborate in other areas as needed
- Demonstrated interest in and experience engaging with social justice activism, impact investing, and social justice organizations or causes
- Deep values alignment

Preferred Qualifications

- Strong understanding of the RIA business model and wealth management advice process
- Established relationships with key players in the investment management industry, including financial advisors, institutional clients, and asset managers
- Based in or able to work during CST or EST working hours
- CFA designation or working towards level III, and an anticipated pass date within 12 months

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 CPM_[Your Last Name], [Your First Name]." Applications will be accepted until the position is filled. Interviews will be scheduled on a rolling basis. The anticipated start date for the role is late October.

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.