



## 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) will be responsible for managing the institutional due diligence (DD) process for Adasina strategy and products, ensuring that products gain approval for inclusion in institutional investment portfolios and platforms. This involves efficiently and accurately responding to questions and requests from external parties such as registered investment advisors (RIAs), investment consultants, broker-dealers, and turnkey asset management platforms (TAMPs), who perform DD on Adasina strategy and products. The IDDS is part of the Business Development department, reports to the Business Development Director and works closely with the Sales & Relationship Manager (SRM). This role requires strong analytical and communication skills, including the ability to effectively manage institutional DD engagements; answer a wide range of questions related to Adasina's history, investment process, risk management, performance, and other key areas; and work with subject matter experts across the firm to gather the necessary information to respond to DD requests.

The IDDS must have the ability to create processes and systems to effectively manage DD engagements and have stellar written and verbal communication skills, with the ability to communicate complex technical information in a clear and concise manner. The ideal candidate is already familiar with or eager to learn Adasina's unique impact strategy and increase institutional adoption of these strategies. They must also be comfortable working in a fast-paced environment and prioritize and manage a meaningful workload.



## Details of Role

### **INSTITUTIONAL DUE DILIGENCE PROCESS MANAGEMENT (70%)**

- Successfully lead and manage DD engagements with a high level of accuracy, timeliness, and attention to detail, including working with subject matter experts to gather necessary information
- Provide prompt and accurate answers to all questions or information requests during DD engagements, including those related to Adasina's history, ownership, infrastructure, growth, staff, investment process, risk management, performance, and other key areas
- Create and maintain internal Adasina DD resources, including the Adasina Due Diligence 2.0 Questionnaire, and relevant workbooks, templates, reports, and presentations
- Collaborate with the SRM to prioritize DD engagements in alignment with firm goals, maintain allocator relationships, and provide ongoing updated information to all institutions at which Adasina products are approved
- Track the progress and pipeline of institutional DD engagements within a customer relationship management (CRM) system; check in regularly with each institution to expedite the approval process; provide internal updates of progress and forecast upcoming activities
- Adhere to cross department processes, standards, and regulatory requirements when responding to DD questions and coordinating with the marketing and compliance teams to obtain any necessary approvals for marketing materials used in the DD process

### **BUSINESS DEVELOPMENT COORDINATION (20%)**

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

### **FIELD RESEARCH & REPORTING (10%)**

- Research key investment DD trends and collaborate with the Communications department to translate the research into high-level communications that improve DD engagement 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 developing and delivering educational content
- 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](mailto:apply@adasina.com). Please ensure the resume and cover letter are submitted as two PDFs and 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 an ongoing 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.