

RCLLC: Project Associate for Capital Strategies Job Description

Title: Project Associate for Capital Strategies, Sub-contracted role

Employment Type: Part-time, contract

Location: Remote, preferably in the Southwest region of the US

Compensation and benefits: This is a part-time position for approximately 20 hours a week. Pay range will be \$25-\$35 an hour and will be based on experience with a submitted letter of interest and CV.

Application due date: October 1st, 2021

Estimated start date: November 1st, 2021

About Roanhorse Consulting, LLC

Roanhorse Consulting, LLC (RCLLC) approaches all of our work through our core values, and we center the historical, social, political context and knowledge of indigenous people and people of color in all of our research and evaluation efforts. We believe the community knows what works best for them, and so we partner with the community to create frameworks and processes that honors their wisdom and knowledge in identifying appropriate and meaningful data. RCLLC recognizes that this inherently creates an equitable space for those who are most impacted and ultimately benefit.

RCLLC utilizes both western and indigenous knowledge-based evaluation theories, frameworks, processes, and tools. Given this dual knowledge, RCLLC works in partnership with communities to identify and facilitate a meaningful approach that builds in both approaches, where appropriate. We employ these learnings and world views to all of our work focused on access to capital and capital design.

About the role

The Project Associate for Capital Strategies supports the RCLLC team to build and define processes that center people, relationships, and emergent thinking as we create new ideas for capital design and deployment. The Project Associate will work independently and as a member of a team to manage information moving between RCLLC and stakeholders.

The Project Associate will be committed to developing clear systems to manage complex networks and project timelines with enthusiasm, flexibility, thoughtfulness, and a sense of humor. Working in the capital space for many communities that have been excluded from finance can be triggering and at times

uncomfortable, we lean into these vulnerabilities and humor to find ways to support our team and team members to advocate for self-care and space.

Preferred background/experience: Someone who has worked with and/or supported a lending/investment institution or has experience seeking capital for an initiative.

Responsibilities

Reports to Manager/Director/CSuite

- Manages all information for project assigned
- Notetaker, distributes information, manages content within RCLLC and external partners
- Coordinates all meetings
- Manages project calendar internally and externally.
- Manages the work plan, timelines, and deliverables for projects.
- Manages complex stakeholder relationships. Collaborates effectively with internal and external partners to plan, implement, and activate recommendations from these projects.
- Presents findings visually, orally and in writing, as appropriate, and contributes visual and written materials to reports, publications and proposals. Supports the development of briefs, presentations, and reports that describe and interpret findings and provide actionable insights.
- Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
- Drafts papers and provides project updates to key stakeholders and attends meetings where required.

Core competencies

- The ideal candidate will be someone who has experience working in the finance sector or working at a startup or has experience organizing networks.
- Strong administration and project management experience including the ability to prioritize conflicting needs.
- Good relational skills (including with people from a diverse range of backgrounds) and ability to work collaboratively as part of a team. Personable and able to influence others whilst maintaining supportive, collegial relationships

- Demonstrated high-level writing ability and attention to detail. Experience with preparing communications including submissions, reporting, and print and media communications.
- Experience working within a team and ability to build strong relationships with staff, management and stakeholders.
- Interested in clear communications and structuring internal workflow. We're looking for someone who can communicate clearly and well. We do not expect expert-level proficiency, but you need to push to improve your communications constantly, as this is something we are doing.
- Good experience with collaboration tools (we use Slack, Calendly, Otter.ai, Google Drive, Google Hangouts, and Notion currently).
- Lived experience is critical. Additionally, someone who has worked in/around Indigenous and Native communities or other overlooked peoples. There are many structures built to disenfranchise Indigenous and overlooked entrepreneurs, leaders & ideas, and as we do the work of repairing and connecting these folks and their communities, It is critically important for this role to have empathy with the people we serve.

Additional resources provided

We will cover your tools/apps, Google Drive, Otter.ai, and Calendly. If you need additional apps/tools, we will work with you to provide needed tools.

Pay rate and structure

This is a part-time position for approximately 20 hours a week. Pay range will be \$25-\$35 an hour and will be based on experience with a submitted letter of interest and CV.

This contracted role is for 6 months with the potential for either extension in the contracting role or potential for full-time employment. This will be assessed at the end of the 6-month contracting period. This position will be open until filled.

Location

All work is entirely remote; candidates from Southwestern U.S. with lived experience in/around Native communities and with business owners or working as an entrepreneur would be ideal but this is not a requirement.

To Apply

Please submit the application materials noted below to [RCLLC: Project Associate for Capital Strategies](#) by October 1st, 2021. If you have any issues uploading your documents, please contact Stacey@roanhorseconsulting to help you out.

1. A letter of interest OR recorded video (no longer than 3-4 minutes) outlining how your lived and professional experience aligns with the Communications Associate role description. Please include a mention of your vision and approach to content creation and community building that centers on economic and social justice.
2. A recent curriculum vitae (CV)/resume
3. A list of three references, including their names, email addresses, and roles/position.

The references should be:

- A manager/leader that you reported to
- Someone you worked with directly
- An additional reference of your choice

Note: We understand that many job descriptions require perfection in candidates. That's not us, if you have a majority of the skills/experience needed and are a quick learner, and believe you can learn the rest, we'd like to hear from you. Our interest is to work with aligned candidates who work well with the team and the content, additional skills we can co-build upon together.