

TITLE: Capital Strategies Associate
EMPLOYMENT TYPE: Full-Time
REPORTS TO: Capital Strategies Manager
LOCATION: Remote, preferably living in the US Southwest
WORKING HOURS: Monday - Friday 8:30 am - 5:00 pm Mountain Time
COMPENSATION: \$45,000-\$55,000

ORGANIZATIONAL OVERVIEW

Roanhorse Consulting, LLC (RCLLC) approaches all of our work through our core values, and we center the historical, social, and 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 honor 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 with communities to identify and facilitate a meaningful approach that builds in both approaches, where appropriate. We employ these learnings and world views in our work focused on access to capital and capital design.

ABOUT THE ROLE

The Capital Strategies Associate 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 Capital Strategies Associate will work closely with the Capital Strategies Manager to manage information moving between RCLLC and stakeholders.

The Capital Strategies portfolio at RCLLC is at an opportune moment for growth. We currently work closely with financial institutions, philanthropic foundations, and grassroots organizations to evaluate existing financial instruments and deploy capital through new economic models rooted in Indigenous worldviews. Among our existing work is: incubating new, non-extractive lending initiatives to deploy capital to Indigenous women entrepreneurs; creating new pathways for Indigenous women to hold decision-making roles in the finance sector; analyzing, evaluating, and recommending investment strategies to support local infrastructure that enables employment equity on the ground.

The Capital Strategies Associate will work to manage multi-year projects, conduct desk research, support qualitative data collection and analysis, produce collateral material for presentations, and draft materials to share with stakeholders. The Capital Strategies 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.

CORE RESPONSIBILITIES

1. Provides primary support to the Capital Strategies Manager on project management and materials development to ensure on-time execution of portfolio projects
2. Assists in writing progress and final reports to stakeholders, including clients and funders
3. Coordinates documents for grants and reports submission
4. Manages RCLLC's management systems, including but not limited to G Drive, Asana, Airtable, and Notion
5. Conducts desk research on themes for stakeholders that include but are not limited to shared ownership models, wealth-building strategies, equity, and systems-change work
6. Supports qualitative data collection by occasionally conducting interviews with local Indigenous leaders
7. Facilitates communication among stakeholders, including, but not limited to scheduling, finalizing legal agreements, recruiting leaders and other stakeholders to new projects
8. Supports communications by drafting any e-communications templates and working with the in-house communications staff to finalize designs
9. Develops and reinforces metrics for vetting new stakeholder partnerships and contracts
10. Works closely with the research and evaluation team to bridge the health and wealth portfolios to meet RCLLC's strategic plan
11. Attends, supports, and participates in team and stakeholder meetings

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.

DESIRED QUALIFICATIONS

- Curiosity, as evidenced through questions and self-sought answers;
- Experience conducting social science research;
- Working knowledge of philanthropy, banking institutions, impact investing, and/or other financial sectors;
- Working knowledge of how grassroots organizations design and implement programmatic initiatives;
- Comfortable in being at the forefront of experimentation;
- Strong project management skills to produce deliverables on time and facilitate timely delivery;
- Strong critical thinking skills, pattern recognition, and understanding of how emergence as a praxis supports systems-change models;
- Continuous learning mindset with a passion for addressing economic injustices and health injustices.

COMPENSATION AND BENEFITS

This is a full-time, exempt position. The pay range will be \$45,000 - \$55,000 and commensurate with experience

RCLLC provides 100% coverage of vision insurance for employee/family, 80% coverage of dental and health insurance for employee and 50% coverage for family members. Three weeks of paid time off, eight sick days, eleven paid holidays, and two weeks off in December. Professional development stipend included.

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 the needed tools.

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 the Airtable link found at the bottom of this document. . If you have any issues uploading your documents, please contact melissa@roanhorseconsulting.com to help you.

1. A letter of interest OR recorded video (no longer than 3-4 minutes) outlining how your lived and professional experience aligns with the Capital Strategies Associate role description. Please include a mention of how your experience in finance / entrepreneurship intersects with economic and social justice frameworks.
2. A recent curriculum vitae (CV)/résumé
3. A writing sample (such as a report, article, or essay of 5 pages or less).
4. A list of two to 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

N.B.: Applications will be accepted and evaluated on a rolling basis starting August 2, 2022. The position will remain open until filled.

RCLLC values a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. RCLLC is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status.

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.

Fill Out Application Here: <https://airtable.com/shrQhul0P19yxq19V>

Originally posted on June 30, 2022.

Updated job description posted on August 2, 2022.