Seeking Full-Time Associate

Location: Remote
Hours: 30-40 hours/week
Level: Mid-level
Compensation: Commensurate with experience. See below for more details.

Description:
Croatan Institute is an independent, nonprofit research and action institute whose mission is to build social equity and ecological resilience by leveraging finance to create pathways to a just economy.

Our work at the nexus of finance, social equity and ecological resilience addresses the following cross-cutting themes:

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<th>Accountability</th>
<th>Farming &amp; Forestry</th>
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<td>Business &amp; Human Rights</td>
<td>Food Systems</td>
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<td>Climate Solutions</td>
<td>Frameworks &amp; Data Analytics</td>
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<td>Equity &amp; Inclusion</td>
<td>Resilient Communities</td>
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Since the Institute’s launch in 2014, we have rapidly established a reputation for rigorous, cutting-edge research and advocacy on a wide range of issues in sustainable finance and resilient economic development. Based in the research triangle region of North Carolina, with an extended team of affiliates in the Northeast, the Midwest, the South, and Geneva, Switzerland, the Institute is an early stage, entrepreneurial nonprofit working at the critical nexus where finance, sustainability, and economic development intersect.

The candidates will be expected to work remotely but, if desired, could enjoy future opportunities for in-office hours at our workspace in dynamic downtown Durham, NC, or in other areas where we have affiliates.

The Institute is seeking a diligent, flexible, and highly motivated individual to support ongoing research and projects analyzing sustainable, responsible, and impact investing trends in the United States and supporting the Racial Equity, Economics, Finance & Sustainability (REEFS) program, as well as other programs as needed. There is also the potential for deeper integration with other areas where the Institute works, including our food, farming, and forestry finance projects, just climate solutions, and frameworks and data analytics initiatives.

Responsibilities

- Work with senior staff to analyze and interpret data on sustainable, responsible, and impact investing trends, with a focus on racial equity investing.
- Work with senior team to conduct qualitative and quantitative research, through a combination of publicly available sources, surveying, and phone interviews, on money managers and institutional investors that incorporate environmental, social, and governance (ESG) criteria into investment analysis, decision-making, and advocacy.

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Responsibilities (cont.)

- Assist with the development, population, and maintenance of customized databases relevant to impact investment, sustainable investing, and other forms of ESG investing, including our RAISER online research platform
- Provide support to research and educational projects focused on ESG investing themes, such as climate solutions and clean energy, sustainable food and agriculture systems, gender lens investing, diversity and inclusion, business and human rights, community development finance, place-based investing, and the impact of investor engagement
- Shape and participate in stakeholder workshops, multi-day conferences, and other convenings
- Assist with online and in-person event logistics
- Create content for website, newsletters, and social media communications
- Regularly communicate with network and project partners
- Contribute to and edit Institute reports and publications

Qualifications and Expectations

- Outstanding relevant academic record with a Master’s degree and 2-3 years of experience or Bachelor’s degree with 5-8 years of experience. Relevant degrees or minors could include Black or other ethnic studies, social sciences, environmental sciences, finance, economics, or business
- Exceptionally strong research, writing, communication, and organizational skills.
- Familiarity with sustainable finance and impact investing, and with the range of ESG issues across the field.
- Experience in environmental sustainability and social equity, and a strong interest in the Institute’s mission and programmatic work, including racial equity, regenerative and organic food, farming, and forestry systems, climate change, human rights, institutional accountability.
- Strong analytic and quantitative skills, with scrupulous attention to detail when handling complex datasets.
- Ability to follow the evolving ESG policy and regulatory landscape, and any related implications for the industry
- Ability to work both independently and collaboratively with a team across multiple projects and time zones.
- Experience with tools and techniques from data science, database design and management, and data visualization, such as R, ArcGIS, Tableau, and advanced proficiency in Excel, would be useful, but not required.
- Proficiency with Microsoft Office Suite, and SharePoint, Google G Suite, and other cloud-based applications as needed, such as Asana, Microsoft Teams, Zoom, and Salesforce.
- A commitment to maintaining the security and confidentiality of highly sensitive data and information.
- Stakeholder management experience to advance investor-targeted educational and outreach initiatives.
- Flexible and cooperative work ethic in a collegial, participatory nonprofit culture.
Compensation

Associate 1: $49,500 (Master's Degree, or Bachelor’s plus 3-5 years of relevant experience)

Associate 2: $54,400 (Master’s + 2-3 years of experience, or Bachelor’s plus 5-8 years of relevant experience)

Compensation will be commensurate with education and experience. To ensure pay equity, all salaries are set according to the expectations of the role and take into account geographic cost of living differences. In other words, the starting pay for this job is equal to others at the same level throughout the organization, and we do not negotiate on salary.

In addition to the salary, Croatan Institute offers a competitive benefits package, including opportunities to join our group medical, dental and vision insurance and paid time off (12 holidays and 15 personal days) for full time equivalent employees, and employer contributions to either medical insurance or a health stipend, plus a 2% employer contribution to a retirement plan for all employees which is immediately vested.

Croatan Institute is committed to promoting diversity within its team while employing the best-qualified person for each job. We are an equal opportunity employer that strongly encourages candidates from diverse backgrounds to apply, and our team leverages its professional networks to increase the diversity of applicant pools. Our team also works internally to engage in frank conversations around bias, equity, and justice in order to support an inclusive workplace and culture.

How to apply

Candidates should complete this form, and upload a resume, list of three references, and relevant writing sample(s) of no more than 3 pages to this form.

Applications will be reviewed on a rolling basis, so we strongly encourage early applications. We will continue to accept applications until the position is filled. No calls or preliminary inquiries please.

Target start: June 2022

For more information about Croatan Institute, please visit www.croataninstitute.org.