

REDF

Portfolio Associate

Position: REDF Portfolio Associate
Duration: 1 year, with possible 2nd year depending on performance and mutual interest
Schedule: 1 FTE, Monday – Friday, 9am – 5pm
Location: San Francisco, CA
Reports to: Enterprise Development Manager
Start Date: January 2012

Organizational Description

REDF (formerly The Roberts Enterprise Development Fund) is a high-impact venture philanthropy organization dedicated to transforming lives through the creation of jobs and economic opportunity in California and is an inaugural recipient of a \$6 million federal Social Innovation Fund grant which is fueling REDF's statewide expansion toward a nationally replicable social enterprise model.

REDF provides funding and business assistance to a carefully selected portfolio of nonprofit social enterprises that employ young people disconnected from school and work, and adults who are overcoming histories of homelessness, mental illness, addiction, incarceration, chronic poverty and joblessness.

Since 1997, REDF has partnered with nonprofits that have pioneered the creation of social enterprise, helping them expand their enterprises, achieve sustainable success, and measure the positive impact of their work on people and communities. REDF has helped employ more than 5,500 people in the San Francisco Bay Area and Southern California and is supported by the generous contributions of individuals, corporations, and foundations.

Job Summary

The Portfolio Associate plays a vital role in supporting REDF's portfolio of social enterprises and the ongoing innovation of REDF's employment programs. Primary responsibilities include strategic business assistance projects for portfolio organizations, due diligence for REDF's portfolio, research to support new REDF programs, and creating tools and products to further REDF's field advancement and model development efforts.

Responsibilities

Strategic Business Assistance Projects

- The Portfolio Associate will work on strategic projects to help select, build and grow nonprofit social enterprises in REDF's portfolio. Potential work will include interviewing social enterprise portfolio organizations and industry peers, leading teams that include members of the portfolio social enterprises, building financial models, creating and delivering presentations, and working with subject experts to develop perspectives and insights for the social enterprise. Such projects may include:
 - Conducting a feasibility study for a new enterprise idea
 - Creating a growth strategy for social enterprises
 - Analyzing the costs of current enterprise operations
 - Writing a business plan for a social enterprise
 - Tracking information about portfolio performance in Salesforce

Portfolio Due Diligence

- Source and conduct research on REDF portfolio candidate organizations
- Initiate conversations with candidate organizations and manage their relationship with REDF through early phases of due diligence, including interviews and site visits
- Evaluate the financial and organizational health of portfolio candidate organizations
- Participate in evaluation discussions about REDF portfolio candidate organizations as appropriate
- Ensure due diligence information is kept up to date in Salesforce

Research and Analysis for REDF Program Design

- Conduct research and analysis for new REDF programs and strategies, e.g., business feasibility of a social enterprise not in REDF's portfolio, or market analysis of a new REDF region
- Assist with development and/or implementation of new REDF programs and strategies as appropriate

Field Advancement and Model Development

- Create tools, presentations, or other products to advance the fields of social enterprise and venture philanthropy
- Codify knowledge and lessons learned from social enterprise business assistance
- Assist with development and/or implementation of new REDF programs and strategies as appropriate

Additionally, the Portfolio Associate may work on one or more strategic projects as dictated by the Portfolio Associate's background, skills, and interests as they relate to REDF's priorities.

Essential Qualifications

Above all, we are looking for business-savvy candidates with a passion for social change, a commitment to applying their business skills to achieve positive social impact and a strong track record with relevant experience.

- BA/BS degree
- Two to three years of business consulting experience with top management consulting firm (in a pre-MBA role)
- Strong analytical skills; ability to independently frame and execute appropriate analyses
- Demonstrated ability to draw insights and make concrete, actionable recommendations based on data and analysis
- Superior presentation framing and spreadsheet modeling skills
- Excellent project management and time management skills
- Effective written and oral communication; excellent interpersonal skills
- Ability to elicit information from and provide guidance to people with a wide range of cultural backgrounds, training and experience; experience working with mixed cultures and skill levels
- Enjoy working independently, with some degree of flexibility and ambiguity
- Enjoy working as part of a team
- Ability to drive an automobile independently (must have valid CA driver's license)

Desired Qualifications

- Experience working with small businesses
- Experience working with nonprofit agencies and nonprofit-run businesses
- Experience with job training and job creation programs employing disadvantaged people
- Knowledge of one or more accounting software programs
- Knowledge of accounting and financial reporting best practices
- Knowledge and experience working with databases, especially Salesforce

To Apply

Please include "Your Name – Portfolio Associate" in the subject line and send resume and cover letter to:

Jobs@redf.org

For other job opportunities with REDF please visit our [website](#).

REDF is an equal opportunity employer and is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. REDF encourages employment applications from people who are representative of the culturally and ethnically diverse communities REDF serves