POSITION DESCRIPTION

Impact Investment Project Manager (PM)

NIA TERO

Nia Tero is a US-based nonprofit working in solidarity with Indigenous peoples and movements worldwide. We have an inclusive culture guided by Indigenous wisdom, practices, and protocols. Our governing bodies, leadership, and staff are built upon diverse, Indigenous and non-Indigenous identities and life experiences. As a bridging organization, we view this diversity as a source of our strength. Our mission is to work in solidarity with Indigenous peoples who sustain thriving territories and cultures to strengthen guardianship of Earth and all beings. Our vision is of an Earth where Indigenous guardianship of thriving homelands and waters is enabled everywhere possible on Earth. Nia Tero is in a start-up phase seeking candidates who thrive in a dynamic environment and are flexible as the organization grows and scales.

SUMMARY

Reporting to the Nia Tero’s Director of Innovation & Infrastructure, the Impact Investment Project Manager is responsible for the day-to-day management of all Program-Related Investment (PRI) activities, including due diligence, outreach with current and future partners, identifying and achieving project milestones. The Impact Investment Project Manager will work as a collaborative team member to the Nia Tero’s program team and finance team, and ensure alignment internally and externally on all aspects of PRI work. This position is part time estimated a 20 hours per week.

KEY RESPONSIBILITIES

• Investment process
  o Develop and document workflows and tools to set consistent and predictable due diligence assessments.
  o Conduct research on external partners, and support implementation of consultants for each due diligence project.
o Identify potential opportunities for PRI fund deployment, in collaboration with the Director of Innovation & Infrastructure, Nia Tero’s regional teams, and Indigenous partners.

o Prepare key documents for all due diligence stage-gate decision milestones, and capture/disseminate notes and update documents related to potential PRI deals.

o Develop, compile and organize all relevant documentation in a dedicated online portal with investment opportunities, contacts, and project plans for all aspects of the due diligence process.

o Using the dedicated online portal, conduct sector, industry, and other research and organize for easy use.

o Coordinate and track identified consultancy contracts (i.e financial, sector, regional and/or impact assessments).

o Ensure robust communication and updates to program stakeholders.

• PRI Monitoring, Tracking & Reporting

  o Develop, maintain and drive alignment on robust, clear project plans

  o Compile and present budget status updates/reports to the Director of Innovation & Infrastructure and other key stakeholders on a regular basis.

  o Maintain reporting material as defined in project plans including impact metrics, progress against plan milestones/timelines.

  o Coordinate with Nia Tero Development team and Director of Innovation & Infrastructure to prepare and finalize reporting material to donors.

  o Keep and maintain a list of available regional consultants

  o Coordinate with Nia Tero’s Communications team and the Director of Innovation & Infrastructure regarding public communications campaigns as appropriate and applicable.

QUALIFICATIONS

Education and Experience Requirements

• At least 5 years of project management experience

• Experience with investment due diligence processes

• Demonstrated familiarity with project management methodologies.

• Familiarity and experience working with Indigenous Peoples preferred, as well as with nonprofits, and/or philanthropic institutions.

• Strong organizational skills, with the ability to successfully handle multiple tasks and complete assignments in a timely manner.

• Flexible and able to handle multiple projects in a timely and organized manner. Able to pivot quickly to respond to new requests.
• Comfort creating new systems and protocols and onboarding these processes in a diverse multicultural environment.
• Proficient in using word-processing and spreadsheet software, with preference for Microsoft Office Suite (Outlook, Word, Excel, and Power Point).
• Exceptional written and verbal communication skills, including with stakeholders whose first language is not English

Knowledge, Skills and Abilities
• Highly resourceful team player, with the ability to also be extremely effective independently, and to learn new skills if needed
• Ability to assess competing demands and proactive about prioritizing conflicting needs
• Experience learning from best practices while also being creative enough to depart from the status quo as needed
• Follows through on projects to successful completion, often under deadline pressure

Ideal
• Strong learning acumen and motivation to stay informed of industry trends and new skills.
• Working knowledge of SharePoint, Teams, budget management tools, Asana, and/or other project management tools
• Working knowledge of Spanish, French and/or Portuguese
• Experience with start-up cultures

Working Conditions and Travel
This is a part-time position estimated at 20 hours per week for the duration of 12 months (with possibility of renewal dependent on performance), with flexibility to work some evenings and weekend hours as needed. The location of this role is flexible and the exact schedule and expectations will be agreed on during the contracting process.
Occasional travel (up to 10%)

HOW TO APPLY:
Nia Tero is a poly-cultural, global organization that strives to have an inclusive, equitable, and diverse work culture. We strongly encourage people from historically excluded groups to apply.

The rate range for this position is USD $43-$48 per hour based on experience. Our compensation program is US based and pay ranges are representative of compensation in the US market. For positions outside the US, pay rates are determined based on applicable local regional market.

Candidates should submit resumes to jobs@niatero.org and include “Impact Investment Project Manager” in the subject line.
This Job Description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to create a general sense of the responsibilities and expectations of the position. As the nature of business demands change, so may the essential functions of this position. Nia Tero is an Equal Opportunity Employer.