

Investment Manager: Job description

Title:	Investment Manager
Team:	Investment
Duration:	Permanent
Location:	Central London, NW1 1BU
Starting date:	December 11th 2017
Salary:	Competitive
Working hours:	Full time
Reporting to:	Investment Director (as assigned)
Key relationships:	Portfolio Director, Investment Managers, Investment Directors

About Impetus-PEF

Impetus-PEF transforms the lives of disadvantaged young people to succeed in school, in work and in life. We select the most promising charities and social enterprises that work directly with young people and then help them to become even more effective to dramatically increase the impact they have on peoples' lives.

About this role

The Investment Manager works as a part of the Investment Team to deliver the investment strategy for Impetus PEF through both charity-facing and internal work streams.

The Investment Manager drives charity partner outcomes through ownership and management of specific capacity-building objectives, with a focus on the development of charity programme design and impact management capabilities. They also support partner origination and due diligence, in order to meet portfolio targets for new grants and investments.

The IM will also help manage elements of our own performance management, and develop and disseminate wider learnings from and about the investments. Finally, they will develop domain and practice expertise to inform and strengthen our work and the individual's own knowledge and influence.

Key responsibilities

Investment management

- Work closely with Investment Directors to support charity partners' progression and strengthening of leadership, impact management and sustainability, with lead management of specific work streams related to building the charity's impact management capabilities, processes and performance;

- Build trust-based relationships with charity leaders including delivery staff and programme leads;
- Guide charity partners in setting up effective impact management structures and systems and provide insight and thought-partnership in charity's use to drive performance on an ongoing basis;
- Assist in curating, coordinating and managing the support of pro bono partners to drive charity capacity development and ensuring their influence on charity partners strategy;
- Manage impact strategy workshop logistics, develop and analyse pre-workshop surveys and support facilitation planning;
- Synthesise workshop output and support development of the resulting impact strategy documents, to inform the charity's implementation planning;

Investment impact management

- Contribute to the development and refinement of Impetus-PEF's investment management approach;
- Lead the collation, management and interpretation of charity progress data, using Impetus-PEF's charity capability assessment framework;
- Support development of bi-annual portfolio reviews and contribute to learning across the portfolio;
- Assist with review, refinement and codification of our investment management approach, and the dissemination of learning across the team;
- Manage other specific work streams as directed.

Investment origination and due diligence

- Screen potential partners and intervention areas, develop grantee short-lists in line with investment criteria and participate in screening, progression and follow-up;
- Develop and manage the due diligence schedule, and support the process, including participating in site visits, managing allocated work streams (e.g. data requests and analysis, document review) and helping with leadership, impact and financial assessments;
- Lead, with support from the investment Director, the analysis and presentation of performance and impact data;
- Support development of the overall investment case and lead on specific aspects of this as directed, and participate in the presentation of the case to our Investment Committee.

Domain knowledge development and management

- Develop knowledge and insights into our investable domains, using expert advice and cultivating expert input and engagement, in order to advise on origination as well as the programme design and financial sustainability of potential grantees;

- Develop expertise in technical elements of impact management (e.g, data dashboard design and usage, system development, evaluative activity) to inform capacity support to charities, support colleagues and build team knowledge.

Support to the Impetus-PEF organisation

- Support Impetus-PEF public affairs and philanthropy objectives through input into case studies, research and policy campaigns;
- Share the learning from our work across the team, across the organisation and externally;
- Work within Impetus-PEF strategy, policies and procedures.

Personal specification

- Highly analytical and numerate;
- Comfortable using Excel/SPSS/R or another system to analyse data;
- Able to identify key points from a range of data outputs and translate into clear communication, including PowerPoint;
- Strong planning and time management;
- Leads oneself with organisational priorities in mind;
- Displays tenacity and initiative;
- Growth mind-set; seeks out and acts on feedback;
- A strong interest in partnering closely with charities that are doing what it takes to get better at what they do;
- Able to build productive, trust-based relationships with internal and charity teams.]

How to apply

If you are interested in applying for this role, please email your CV and a one page cover letter to recruitment@impetus-pef.org.uk

Application deadline: 23rd October 2017
Shortlisting: 25th October 2017
Interviews: 1st round w/c 30th October 2017
2nd round w/c 6th November 2017

For examples of recent projects that Impetus-PEF have worked on and delivered, please see below:

Twitter: [@ImpetusPEF](https://twitter.com/ImpetusPEF)

Blog: www.impetus-pef.org.uk/blog

News Bites: www.impetus-pef.org.uk/newsletter

Our *Life After School* campaign: www.impetus-pef.org.uk/life-after-school

Our *Youth Jobs Index*: www.impetus-pef.org.uk/youth-jobs-index

Impetus-PEF reserves the right from time to time to make reasonable changes to this job description, to take account of organisational changes.

Impetus-PEF is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and welcome applications from people of all backgrounds.