



CNote is on a mission to close the wealth gap in the U.S. through financial innovation.

In collaboration with CDFIs, CNote creates financial products in cash and fixed income space with competitive returns and direct impact that are available to both retail and institutional investors. The funds raised through distribution of these financial products is the source of flexible and innovative capital for the CDFI industry. Along with capital, CNote provides marketing support to CDFIs to bring more visibility into their work and educate investors on financial and impact opportunities that exist with CDFIs.

About this position: Investment Officer

This position is primarily responsible for evaluating new CDFI partners, monitoring existing relationships and assisting in the portfolio construction. The Investment Officer will conduct the due diligence process following the proprietary underwriting framework. Through participating in the industry events and collaborations, he/she will develop relationships with CDFI partners and interested stakeholders, and work on different initiatives to promote CNote's mission and drive the CDFI industry forward.

The company is based in Oakland, CA but the position can be remote.

Responsibilities:

- Prepare and present an investment memo to CNote senior leadership and an investment committee.
- Analyze CDFIs' financial statements, loan portfolios, lending policies and procedures, and strategies to determine the degree of risk involved in extending credit, as well as recommend risk mitigation strategies.
- Organize onsite visits with CDFIs to conduct meetings with then senior management, board members, evaluate the team work and culture.
- Assess the impact track record of CDFIs including outputs and outcomes.
- Generate investment opportunities by developing relationships with the CDFI industry.
- Actively participate in the portfolio construction and portfolio management of CDFI investments. Ensure borrowers maintain compliance with quarterly and annual covenants and strengthen borrower relationships.
- Coordinate with technology, operations and legal teams on loan closings, documentation, CDFI onboarding and capital deployment.
- Collaborate with the technology team to enhance the underwriting and monitoring process and ways to leverage technology for the benefit of the whole CDFI industry.



- Assist in developing and implementing investment strategies and investment policies and procedures.
- Take a proactive role in bringing and sharing with the team insights “from the field” that guide product development
- Work across CNote’s teams to support CNote’s mission and the whole CDFI industry.

Qualifications:

- Bachelor’s Degree or 5-7 years direct work experience in lieu of degree.
- Chartered Financial Analyst (CFA), or Master’s Degree in a relevant field of study not required but preferred.
- 5+ years demonstrated experience with financial statement analysis, financial modeling, and credit analysis, including underwriting, is required. Experience with equity investment analysis is a plus.
- Demonstrated experience writing and presenting detailed investment recommendations with emphasis on clarity, conciseness, and relevance.
- Solid understanding of accounting principles with the ability to apply knowledge to assessing risk and performing financial underwriting.
- Experience in community or social finance is preferred.
- Demonstrated leadership ability with superior interpersonal skills and ability to work well with diverse constituents.
- Superior organizational skills and ability to manage multiple tasks effectively and efficiently under minimal supervision as well as ability to set priorities and meet deadlines under pressure without sacrificing quality.
- Understanding of loan documentation and risk mitigation strategies.
- Advanced knowledge of MS Excel and financial modeling skills.
- Commitment to community and economic development.
- Some travel required (20% of time).
- Ability to work both independently and collaboratively with teams across CNote.
- Comfort working in a dynamic start-up environment, often remote.
- Capacity to be aware of, control, and express your emotions, and to handle interpersonal relationships judiciously and empathetically.
- Intellectual curiosity paired with a high growth-mindset.
- You can easily handle stress and you are unflappable.

Benefits & Compensation:

- **Flexibility.** Ability to work from home, co-working spaces, on-the-go.



- **Compensation.** Competitive monetary compensation, as well as equity. We want you to have the ownership of what we build together.
- **Benefits.** Unlimited vacation time and employee benefits are available to fit your needs and ensure your well-being.

CNote is committed to building an inclusive workplace culture where talented people of widely different backgrounds can thrive. We've adopted this commitment because we believe the inclusion of diverse perspectives will improve our work and produce better societal outcomes for all. We are actively seeking people who bring distinct backgrounds and perspectives to join us in this work.

CNote is an affirmative action and equal opportunity employer (AA/EOE/W/M/Vet/Disabled) and does not discriminate in recruiting, hiring, training, promotion or other employment of associates or the awarding of subcontracts because of a person's race, color, sex, age, religion, national origin, protected veteran, disability, sexual orientation, gender identity, genetics or other protected status. Qualified applicants with arrest and conviction records will be considered for the position in accordance with the San Francisco Fair Chance Ordinance.

We'd love to learn more about you! Please send your resume and a quick blurb about why you are excited about this opportunity to careers@mycnote.com with "Investment Officer" in the subject line.