



**TITLE:** Social Impact Analyst

## **POSITION OVERVIEW**

The Washington Area Community Investment Fund (Wacif) seeks to fill the full-time position of Social Impact Analyst, which will be responsible for measuring and managing Wacif's organizational and programmatic impact. The efforts of the Social Impact Analyst will be at the heart of measuring Wacif's effectiveness and impact in building equity and opportunity throughout the Washington metropolitan area. The Social Impact Analyst will be a hands-on and participative leader supervised by the Executive Director and will serve in a key role in devising strategy, impact narrative, and positioning Wacif for the future.

The Social Impact Analyst will utilize quantitative and qualitative data to understand our successes and opportunities for improvement; they will be central in Wacif's commitment to be an industry leader in measuring the impact of our work, and generating information that will be used to continuously improve the delivery of services in underinvested communities. The Social Impact Analyst will develop and implement strategies and systems to evaluate outputs, outcomes, and impacts related to lending, advisory services, and community revitalization activities, and ensure that a strong "feedback loop" system is in place.

The work and objectives of this position will have an impact across the organization and into each of the business units as well as the various lines of business. The Social Impact Analyst is expected to be a leader, advocating for the importance of impact assessment to internal and external stakeholders: staff, Board of Directors, funders, investors, community partners, and other Community Development Financial Institution (CDFI) stakeholders, etc.

**REPORTS TO:** Executive Director

## **DUTIES & RESPONSIBILITIES**

- Manage and improve Wacif's impact data collection, tracking, and analysis methodology.
- Coordinate and produce impact reports to meet grant and investment obligations.
- Develop and manage monthly, quarterly, and yearly reports for reporting and grant writing purposes.
- Compile key performance metrics for Wacif's dashboard to present to Wacif's leadership team and Board of Directors.
- Develop new business processes, systems and operations, as necessary.
- Manage and work in partnership with leadership team to report data and impact to the CDFI Fund, Small Business Administration (SBA), Opportunity Finance Network (OFN), Aeris, and other membership and investment focused institutions.
- Familiarity with UN Sustainable Development Goals (SDGs), Environmental, Social, and Governance (ESG) criteria, Impact Reporting and Investment Standards (IRIS), and other impact management principles a plus.
- Develop relationships with impact leaders at CDFIs and across the impact investment industry.
- Remain current on impact assessment methods and ideology.
- Collaborate with team members to produce materials that communicate our approach to impact assessment.
- Design and conduct other research (e.g. case studies) and produce reports of findings.

- Work with customer relationship management (CRM) system to maximize the efficiency in the data entry process, as well as make it as user friendly as possible.
- Work with the advisory services team on the creation and delivery of surveys and data analysis plans.
- Help to build out evaluation specific software.
- Assist with the collection of data and data entry for program evaluations and service quality assessments.
- Work with the Director of Development and Communications to analyze data and package findings for engagement with current and potential partners.
- Light to moderate travel as needed.

### **Other**

- Other relevant duties that will arise as assigned by leadership.

## **QUALIFICATIONS**

### **In order to thrive at Wacif, a candidate must:**

- Be a team player, and work well with a diverse set of stakeholders, investors, and clients.
- Be proactively self-engaged in research and innovations in the field of Monitoring and Evaluation (M&E), impact investing, and economic development.
- Excel in an entrepreneurial, rapidly growing, and independent environment.
- Be a big-picture thinker who eagerly seeks opportunities to exceed expectations and resolve challenges autonomously.
- Exhibit commitment to professional self-development and growth, developing new skills whenever necessary.
- Be a self-starter and self-motivator.

### **Ideal Candidate Profile**

- Bachelor's with three to five years of experience or Master's degree with two to three years' experience in data analyst role.
- Interest in social impact investment, community development and entrepreneurship.
- Experience in entrepreneurship, finance, economic opportunity and/or nonprofit sector a plus.
- Strong knowledge and experience with social impact data collection, monitoring and evaluation.
- Excellent analytical and data skills.
- Excellent written and verbal, presentation and communication skills; ability to present arguments and analysis in a structured and succinct manner.
- Ability to effectively process and analyze data, and respond with appropriate strategies and tactics.
- Exceptional attention to detail, strong technical skills including qualitative, quantitative research skills, and ability to work with large data sets in Microsoft Excel.
- Excellent organizational skills, and ability to manage, multitask, and meet deadlines in a fast-paced environment.
- Ability to work autonomously as well as collaboratively, highly motivated and results driven.
- Experience developing/administering online surveys.
- Proficient in Microsoft Office Suite (especially Excel), and other impact and data systems, in addition to CRM systems (experience in HubSpot a plus).
- Experience/familiarity with economic development work and/or economic issues local to the Washington, DC and Baltimore metropolitan areas.
- Strong knowledge of and sensitivity to underserved/underinvested communities.

## **COMPENSATION**

Competitive salary commensurate with experience. Medical, Dental, Vision, Life & Disability coverage available. Retirement plan (employer matching); transportation benefits, paid vacation (increased with tenure), sick leave days, and holidays.

## **TO APPLY**

Interested candidates should email a (1) resume/CV, (2) cover letter that outlines how your skills and experience meet the qualifications of the position, and (3) salary requirements to [opportunity@wacif.org](mailto:opportunity@wacif.org) with "Social Impact Analyst" in the subject line.

Wacif is an equal opportunity employer and welcomes candidates from diverse backgrounds.

We thank all those who apply, but only shortlisted candidates will be contacted.  
No calls please. Telephone inquiries will not be accepted.

## **About the Washington Area Community Investment Fund (Wacif)**

Established in 1987, the Washington Area Community Investment Fund's mission is to increase equity and economic opportunity in underserved communities in the Washington, DC area by investing knowledge, social, and financial capital in low- and moderate-income entrepreneurs. Our mission is driven by three strategic pillars: inclusive entrepreneurship, community wealth building, and equitable economic opportunity, and is fulfilled by providing access to capital products and services, and capacity building technical assistance to low- and moderate-income entrepreneurs.