



## **Impact and Communications Analyst**

### **Working Capital Innovation Fund**

#### **Position Description**

*February 2023*

#### **Background of our Firm**

Working Capital Innovation Fund is an early-stage venture fund investing in solutions that address inequity and economic injustice for marginalized workers through supply chain transformation. The Fund was established in 2017 with the goal of leveraging new technological innovations along with the reach of global supply chains to drive systemic improvements in labor rights and Decent Work at scale.

At Working Capital, we identify opportunities to accelerate the development and deployment of innovative, market-based solutions to meet the growing corporate need to protect vulnerable workers and source responsibly. To do this, [we invest](#) in early-stage market catalyzing innovations that improve worker outcomes by accelerating greater supply chain accountability and visibility. Working Capital Fund enables businesses to respond and implement operational change rigorously and at scale, initiating a world where supply chains work for everyone.

Working Capital Fund was initially incubated within the [The Omidyar Group](#), a diverse collection of independent organizations and initiatives. For more information, visit: <https://workingcapitalfund.com/>.

#### **Position Overview**

This position will support areas of work that are critical to the Fund's success: impact management and measurement (IMM), and strategic marketing and communications. Our Fund is disciplined in assessing progress towards our impact goals, and committed to identifying and communicating the ways in which our commitment to and

achievement of impact leads to business success, for our Fund and our portfolio companies.

This position supports Fund strategy by:

1. Raising the profile of WCIF and our portfolio companies among key audiences;
2. Implementing our leadership-level Impact Management and Measurement (IMM) activities, including through interaction with portfolio companies and external consultants;
3. Highlighting the intersection of impact and business success in public and investor communications.

This role allows ample room for creativity and entrepreneurialism as we institutionalize our strategic communications and IMM functions. Furthermore, because we are a small firm, this role will have exposure to the full range of Fund initiatives and functions including identification and selection of early-stage pipeline companies; assessment of impact and financial performance; investor relations; and implementation of efficient operations. Our overarching focus is cutting edge innovation to drive transparency, accountability and empowerment across global supply chains.

This is a full-time position based in Washington, DC or San Francisco, CA reporting to the responsible Partner.

### **Responsibilities**

This role has two core areas of responsibility, with specific near-term tasks and responsibilities for each area expected over the next 12 months:

1. **Strategic Communications/Marketing:** This position will lead a number of strategic communications channels aimed at raising the profile of WCIF among key audiences (including investors) and building a broader ecosystem through targeted outreach.
2. **IMM:** This position will drive portfolio growth by institutionalizing impact management and identifying opportunities to deliver value to portfolio companies.

### **Qualifications**

- Exceptional oral and written communications skills, demonstrated through experience
- Excellent research skills, and the ability to synthesize information quickly and accurately
- Ability to thrive in a fast-paced, entrepreneurial workplace

- Strong relationship management skills and the ability to earn respect of colleagues, investors, and business partners
- Excellent at multitasking with a positive, can-do attitude
- Willingness to 'do what it takes' to succeed by supporting across teams and functions
- Bachelor's degree required, Master's degree preferred
- Experience with venture capital and/or impact investing preferred
- Commitment to impact and particularly to the use of financial tools and market-based solutions to achieve sustained social change
- We will prefer those candidates whose lived experience gives them an understanding of the problems of inequality, marginalization, organizing or exposure to the labor movement.

### **To Apply**

Please send a resume and a cover letter (each no more than one page) to [info@workingcapitalfund.com](mailto:info@workingcapitalfund.com). In your letter please highlight any professional experience with IMM, monitoring & evaluation, and/or strategic communications. Resumes and letters should be saved together as a single PDF, and titled *Lastname.Firstname\_2023\_Analyst.pdf*. Please do not call or otherwise reach out directly to our staff.