



POSITION: PORTFOLIO MANAGER

Organization: *Community Impact Fund (CIF) – subsidiary of the Nova Scotia Co-operative Council*

Location: Truro, Nova Scotia (*hybrid/remote work option available*)

Reports to: CEO, Nova Scotia Co-operative Council

Position Overview

The Portfolio Manager will be responsible for strategically managing the investment portfolio of the *Community Impact Fund (CIF)*, ensuring that each investment decision reflects the fund's social and financial impact objectives. This role requires a proactive approach to risk assessment, the development of robust impact metrics, and the supervision of teams working directly with social enterprises and equity-deserving communities.

The Portfolio Manager will focus on building a diversified portfolio of investments that promote equity, inclusion, and sustainable development, while ensuring the financial sustainability of the fund.

Key Responsibilities

1. Portfolio Strategy and Management:

- Develop and implement strategies to diversify and expand the investment portfolio.
- Oversee ongoing monitoring and performance evaluation of both financial and social impact outcomes of funded projects.
- Manage portfolio balancing to mitigate risks and maximize risk-adjusted returns.

2. Investment Process and Due Diligence:

- Lead the *due diligence* process, ensuring rigorous assessment of risks, social impact, and financial feasibility.
- Develop investment policies and standards to ensure consistent and transparent evaluations.
- Present investment opportunities to the Investment Committee with detailed analyses and clear recommendations.

3. Impact Measurement:

- Design and implement systems for measuring and evaluating the social and environmental impact of investments.
- Leverage tools and frameworks such as GIIN IRIS+, SDG Action Manager, and others.



- Prepare regular impact reports for stakeholders, demonstrating the value generated by the portfolio.

4. Team Leadership and Development:

- Supervise and mentor analysts and other investment team members.
 - Promote a culture of continuous learning, innovation, and commitment to social impact.
 - Participate in CIF's strategic planning, contributing insights based on portfolio performance.
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Essential Qualifications:

- **5+ years of experience** in portfolio management, social finance, or impact investing, with progressively senior roles.
 - Proven experience leading diverse teams.
 - Deep knowledge of the social impact sector and the needs of equity-deserving groups.
 - Expertise in lending, equity investments, and transaction structuring.
 - Proficiency in financial analysis tools and impact measurement frameworks.
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Behavioural Competencies:

- **Strategic Thinking:** Ability to visualize and implement long-term strategies.
 - **Inclusive Leadership:** Skill in engaging and inspiring diverse teams.
 - **Adaptability:** Capacity to respond to dynamic market and regulatory environments.
 - **Effective Communication:** Ability to present complex information clearly to diverse audiences.
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Success Metrics:

- Growth and diversification of the investment portfolio with a focus on equity and inclusion.
 - Measurable social and environmental impact in the communities served.
 - Portfolio returns aligned with financial and social goals.
 - Strong stakeholder satisfaction and enhanced strategic partnerships.
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Working Conditions:

- **Location:** Office in Truro, Nova Scotia, with the option for partial remote work.
- **Hours:** Full-time (37.5 hours/week).
- **Compensation and Benefits:** Competitive package, including health benefits, and professional development support.

How to Apply:

Submit your resume and a cover letter detailing your experience and alignment with CIF's mission by **January 31, 2025** to info@novascotia.coop

Why Work at Community Impact Fund?

The *Community Impact Fund* is a pioneering initiative in Canada's social finance landscape, committed to transforming communities and advancing equity. By joining our team, you will be directly involved in creating lasting and meaningful social impact.