
COMMUNITY CAPITAL MANAGEMENT

JOB DESCRIPTION: IMPACT RESEARCH & REPORTING ASSOCIATE

LOCATION: WESTON, FL or BOSTON, MA

START DATE: IMMEDIATE

Community Capital Management Inc. (CCM) is seeking an Impact Research & Reporting Associate. We are looking for a highly motivated and organized candidate to assist in articulating the positive impact for every security purchased on behalf of CCM's clients. The position is responsible for conducting research on the positive social and environmental benefits and/or Community Reinvestment Act (CRA) qualifications of each security and communicating these benefits via client impact reporting. The candidate must be detail oriented as accurate quantitative tracking of impact metrics is also a component of the role. The Impact Research & Reporting Associate works closely with and reports to the Director of CRA & Impact Research.

DUTIES AND RESPONSIBILITIES

- Conduct comprehensive post purchase impact research on each fixed income security purchased across CCM's mutual fund's and separately managed accounts.
- Ensure accurate impact measurement and tracking across databases.
- Write detailed executive summaries on each security purchased.
- Research and reporting must incorporate Community Reinvestment Act (CRA) qualifications when applicable.
- Create client impact reports for separately managed accounts and mutual fund shareholders quarterly.
- Assisting with ad hoc client impact reporting requests.

QUALIFICATIONS

Qualified candidates will possess:

- Bachelor's degree is required
- A minimum of 2 years of related industry experience is preferred; research experience is a plus
- Candidate must be articulate with strong writing skills
- Ability to manage and prioritize workload to meet deadlines
- Capable of working collaboratively within a team to accomplish common objectives
- Self-starter; great teammate; positive attitude

HOW TO APPLY

For consideration, please send cover letter and resume to jobs@ccminvests.com; reference "Impact Research & Reporting Associate" in the subject line.

ABOUT US

Founded in 1998, Community Capital Management (CCM) is a privately-held investment management firm headquartered in Ft. Lauderdale, FL with employees in Boston, MA; Charlotte, NC; Southern CA; and the greater New York City area. The firm's mission is to deliver superior risk-adjusted returns through investment strategies that contribute to positive environmental and social outcomes. The firm provides investment management services to institutions and individuals through mutual funds and separate accounts. CCM's vision is to be the premier impact investment manager providing client-driven solutions and excellent client service.