

Investor Marketplace Associate, Raise Green, Inc. (Remote)

ABOUT RAISE GREEN

Raise Green is the climate action investment platform. We are a licensed fintech company that allows anyone to invest in local, clean energy and climate solutions. Our marketplace allows project creators to raise money for their projects through investment from anyone (retail, accredited, institutional). Our inclusive finance model is designed for any project or company with contractual cash flows: community solar, microgrids, electrical vehicle infrastructure, community agriculture, energy efficiency, and battery deployments — as long as social and environmental benefits are at the core of their design. We are seeking to invest in a healthy, just, and sustainable future that allows anyone to access and benefit from climate resilient local infrastructure.

ABOUT THE POSITION

Our **Investor Marketplace Associate** supports our CEO, COO, CIO (Co-Founders), as well as our other Investor Marketplace Associate, to manage the [Raise Green Marketplace](#) - the site where the crowd can invest in climate projects.

Raise Green is seeking an **Investor Marketplace Associate** who can lead the day-to-day quality assurance & technical development of the website, in partnership with two other team members. Our ideal **Investor Marketplace Associate**:

- Is exceptionally well organized, systematic, and can handle the fast-changing nature of an early-stage startup
- Cares deeply about the environment and is excited about sustainable finance
- Has a background in fintech platforms

This full-time position is fully remote, however the company is based on Eastern Time-zone working hours. We are seeking an Associate who can work during part or all of the weekend ; actual schedule will be negotiated with the right candidate upon job offer.

RESPONSIBILITIES

- **Analytics and Technical Support:** (60%)
 - Conducting regular testing on internal site updates to ensure that it functions as expected
 - Troubleshooting technical errors and issues as they arise
 - Providing recommendations on best technical approaches to achieve external facing outcomes (e.g. how to program our third party site to prompt investors with reminders throughout investment commitment process)
 - Interfacing with third party software provider to address bugs, feature requests, and questions
 - Utilizing third party software provider's support documentation to troubleshoot questions and issues internally before reaching out to third party for support
- **Investor Relations:** (15%)
 - Reconciling payments when offering rounds close
 - Resolving investor questions, particularly about technical issues (e.g. payment failures; difficulty navigating the site)
 - Creating educational materials based on common investor questions and needs

- Assisting with day-to-day investor relations and records management of the Raise Green Marketplace with retail, accredited, and institutional investors.
- **Strategic & Operational Work (25%)**
 - Analyzing investor behavior to inform future platform development and offerings.
 - Maintain scrupulous records and compliance protocol consistent with the firm's Written Supervisory Procedures, and clearly convey Raise Green policies and procedures to both internal and external stakeholders.
 - Coordinate and disseminate information within and across teams.
 - Actively work to improve administrative systems, procedures, and processes.
 - Support Raise Green's strategic growth and vision by working with Marketing, Compliance, and Business Development teams.
 - And other duties as assigned.

REQUIREMENTS

- Careful and confidential management of investor relations and inquiries in compliance with Raise Green policies and procedures.
- Ability to anticipate needs, identify issues impeding success, and propose creative, viable solutions in a timely manner with minimal direction and maturity.
- 2+ years of relevant experience working in data analysis, finance, compliance, investor relations, administration, or related fields.
- Tech-savviness and comfort working across multiple tech platforms.
- Excellent interpersonal, collaborative and communication skills with the ability to interact successfully with people of all levels internally and externally.
- Ability to manage multiple tasks and to prioritize requests from several staff.

PREFERRED SKILLS:

- Willingness and ability to work weekends (e.g. a Wednesday - Sunday; actual schedule will be negotiated based on candidate's needs)
- Basic knowledge of CSS and html
- Familiarity with Regulation Crowdfunding, FINRA By-Laws, and exempt securities offering frameworks
- Familiarity with pulling and conducting basic data analysis (.csv form; usually related to investor behavior and trends).
- Sound judgment and discretion when handling sensitive and confidential information
- Excellent operational efficiency, timeliness and clerical skills.
- Exceptional planning and organization skills.
- Confident, decisive, and experienced communicator with strong written and verbal skills that can use tact and diplomacy when interfacing with different personalities within and outside of the company.
- This position is a full-time 40 hour per week position with benefits and an equity compensation package, and will require a Background Check.

COMPENSATION: The annual salary compensation range for this position is \$50k-\$75k depending on qualifications and experience. This will be a full-time 40 hour per week position. The compensation package includes full benefits and equity compensation.

Raise Green does not currently offer health benefits, but is on track to begin offering them by January 1.

However, Raise Green offers:

- Paid Federal holidays
- Flexible working schedule
- Growing startup with upward mobility potential!

TO APPLY

Interested? Let us know by **January 14, 2022** if you're interested in joining us. We're looking forward to hearing from you and we will reply. Please send a cover letter explaining your interest in the position (specifically addressing at least 4 of the preferred and required skills above) and a resume to Sophie Nikitas, Investor Marketplace Associate, at info@raisegreen.com.

Raise Green is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity and expression, age, national origin, disability, citizenship status (except as authorized by law), protected veteran status, genetic information, and any other characteristic protected by federal, state or local law.