



Job Description: The Predistribution Initiative (PDI) is looking for a full-time Analyst to work closely with our Leadership Team on programming, strategy, and execution.

About Us

The [Predistribution Initiative](#) (PDI) is a US-based non-profit working with institutional investors and their stakeholders globally to shift investment structures and practices in ways that share more wealth and influence with workers and communities. We believe this is the most promising path to address societal risks including inequality, climate change, and biodiversity loss. PDI takes a non-partisan approach, with a core belief that reducing socio-economic inequality can reduce polarization and conflict.

The Analyst Position

PDI seeks a talented full-time Analyst to directly support our leadership team. The Analyst will report to our Executive Director and support other senior staff. The Analyst can be based anywhere in the world where it is reasonable to have calls and virtual meetings during business hours in the Eastern Standard time zone. No travel is anticipated. The scope will include:

- Organizational Capacity Building
 - Develop content for and/or attend internal and external meetings (e.g., preparation, research, summary notes)
 - Assist with PDI's transition from being a fiscally sponsored entity to having stand-alone 501c3 status, including drafting of required documentation and research to support the procurement of relevant services providers
 - Support PDI's leadership on a variety of special projects and new initiatives, for example: research, reports, presentations, social media, stakeholder mapping
- Operations & Administration
 - Record-keeping of PDI's project-related content and core operational information
 - Procurement
 - Maintaining budgets and developing financial reports
 - Management of logistics and operations (e.g., scheduling, event logistics, etc.)

Desired Skills

- Strong project management and multi-tasking capabilities
- Excellent interpersonal, communication, and writing skills
- Proficiency in Microsoft Office, Google Suite, and virtual communications tools (i.e., Zoom)
- Interest in sustainability, finance, economics, and reducing inequalities
- Ability to be flexible and professional no matter the simplicity or complexity of tasks at hand
- Empathetic and open-minded, with a commitment to self-reflect, acknowledge and improve upon personal biases and predisposition in beliefs

- Demonstrable commitment to diversity of background and thought, which is core to PDI's mission
- Skilled at strategic planning, problem solving, and Excel/quantitative analysis
- Knowledge of social media platforms and techniques is a plus (e.g., LinkedIn, X, YouTube, etc.)
- Experience in the financial services and/or non-profit industries is a plus, but not required

Why Join Us?

- **Intellectual Stimulation:** PDI is collaborating on novel initiatives to address complex societal problems. A sample of today's areas of exploration include employee/shared ownership models; assessing interdependencies between business, society, nature, and financial markets; and accounting for systemic and systematic risks, such as inequality, in financial reporting and investment decision making.
- **A Career with Purpose:** At our core, we are striving to identify solutions toward a more equitable and sustainable world. Our work environment is a place for individuals to co-create meaningful changes in capital markets with colleagues and partners.
- **Build Your Network:** PDI is committed to multi-stakeholder engagement and co-creation processes. This offers team members with opportunities to work with a range of organization types and across various regions. The successful candidate will gain exposure to prominent foundations, investors, companies, non-governmental organizations, governmental entities, academics, and international development agencies.
- **Organizational Positioning:** With four years since PDI's founding, we are now at an inflection point that makes for an exciting trajectory. Today, PDI provides the flexibility of a start-up non-profit, along with the security of an organization poised for sustainable growth.
- **Competitive Non-Profit Compensation and Benefits:** All full-time employees of PDI are eligible for fully paid medical, dental and vision healthcare; 401k and 5% employer match; basic life insurance, AD&D, STD & LTD; four weeks of paid vacation; 12 days of paid sick leave; 11 paid holidays; and, four floating holidays. Additional benefits may be offered depending on the successful candidate's local regulatory requirements. The salary range of \$75-85k is commensurate based on experience, anticipated home/remote office location, and other relevant factors. Salary range may vary for staff outside the US.

PDI is a fiscally sponsored project of [Community Initiatives](#). Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law. We are committed to a fully inclusive contracting process, which means all interested individuals are encouraged to apply.

To Apply for this Position

To express interest in this position, please submit a CV and cover letter explaining your interest and qualifications to info@predistributioninitiative.org by March 29, 2024. Any questions can be directed to the same email address.

www.predistributioninitiative.org | info@predistributioninitiative.org