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## **Job Description: The Predistribution Initiative (PDI) is looking for a full-time Senior Associate 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 Senior Associate Position**

PDI seeks a talented full-time Senior Associate to work on operational, strategic and research functions directly with our leadership team. The Senior Associate will report to our Executive Director and 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. Limited travel is anticipated. The scope will include:

- Project Execution
  - Leading research, both qualitative and quantitative
  - Drafting project reports and presentations
  - Mapping and managing relationships with a broad range of stakeholders (including but not limited to asset owners and allocators, asset managers, companies, civil society, labour advocates, and academics) through one-on-one engagements, convenings, and network communications
- Organizational Capacity Building
  - Maintaining budgets and developing financial reports
  - Developing a social media strategy
  - Coordinating PDI's transition to an independent 501c3
  - Representing PDI in meetings and at periodic events and convenings
  - Supporting logistical and operational matters
- Business Development
  - Supporting PDI's Executive Director in designing new projects
  - Drafting fundraising materials and participating in presentations
  - Supporting the development of partnerships and activities with other organizations, consultants, and service providers

## Desired Skills

- Strong project management, strategy/strategic planning, problem solving, and analytical skills
- Excellent interpersonal, communication, and writing skills
- Proficiency in Microsoft Office (including Excel), Google Suite, virtual communications tools (i.e., Zoom), and other software for quantitative analysis
- Experience with academic research and/or Bloomberg, Compustat, Refinitiv, Pitchbook, S&P, Fitch, Moody's, and IHS Markit are a plus
- Prior experience with sustainable investing and/or private equity
- 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
- Knowledge of social media platforms and techniques is a plus (e.g., LinkedIn, X, YouTube, etc.)

## 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 \$90-110k 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](mailto:info@predistributioninitiative.org) by March 29, 2024. Any questions can be directed to the same email address.

[www.predistributioninitiative.org](http://www.predistributioninitiative.org) | [info@predistributioninitiative.org](mailto:info@predistributioninitiative.org)