



Boston Ujima Project

Job Description
Fund Administrator
October 2021

Position Summary

Boston Ujima Project is seeking a full time Fund Administrator to support Ujima Fund's Managing Director in scaling the Ujima Fund's investment portfolio. The Ujima Fund is a nationally recognized local impact investing fund that empowers everyday residents to vote on the deals and opportunities for the fund. Ujima has been featured in Forbes, HuffPost, Christian Science Monitor and multiple NPR stations, cited for being a groundbreaking innovation in the impact investing space.

The Fund Administrator will have a balance of direct community lending and due diligence experience in commercial lending. Like with all Ujima staff, a commitment to social justice and economic democracy, and the ability to communicate effectively across diverse communities will also be essential.

Our ideal candidate is an eager finance professional motivated by creating long-term social impacts for Boston's working class communities. The Fund Administrator is also expected to work collaboratively with Ujima staff as well as our community interface; our Member Teams and our Investment Committee. As a nonprofit organization running programs on a tight budget, we seek a candidate who is drawn to Ujima for the fulfillment of the work and mission rather than compensation comparable in for profit finance.

The Ujima Capital Fund is a non-profit loan fund that includes a diverse group of non-accredited, accredited and institutional investors. The Fund's capital will be invested in local small businesses and real estate, owned and managed by minority entrepreneurs and managers whose businesses meet Ujima's social responsibility requirements. Since launching in December, 2018, the Ujima Fund has raised \$4.9 million. The fund is targeting a \$5 million raise by the end of 2021. The Fund Administrator will support Ujima's Fund Management Team and will initially report to the Executive Director and then to the Finance and Administration Director of Boston Ujima Project .

Responsibilities

- Co-lead and coordinate due diligence activities with Managing Director in preparation for Ujima Fund Management Team which includes Ujima staff and fund interns
- Manage daily accounting and operation functions related to the Ujima Fund portfolio
- Maintain accurate records of all fund transactions i.e. term sheets, due diligence documents and closing documents
- Process daily investor inbox inquiries
- Process investor interest payments
- Lead in all loan servicing activities, including but not limited to, monitoring credit files on our internal CRM, quarterly compliance reporting, risk assessment and all policy requirements as assigned
- Assist Managing Director and the Business Alliance Coach in managing pipeline development
- Support investor relations and investment fundraising efforts

- Co-facilitate presentations about the Ujima Project and the Fund at our assemblies and as directed
- Support 2-3 evening Political and Financial Education workshops a month

Desired Qualifications

- Demonstrated commitment to the health and prosperity of working-class communities of color
- A solid understanding of commercial lending, small business underwriting process including financial analysis and term sheet development comprehension
- Fluency with the field of local impact investing
- Fluency with Excel and experience with accounting software like Quickbooks
- Familiarity with the “Solidarity Economy” sector, including the worker ownership sector
- Well-organized and able to self manage complex workflows
- Reliable, detail-oriented, and able to keep an eye on the bigger picture
- A collaborative relationship-builder with strong interpersonal skills

Compensation

- \$65,000 - \$75,000
- Responsible Paid Time Off Policy
- Generous health and fringe benefits

How to Apply

Please email:

info@ujimaboston.com and Nia Evans <nia@ujimaboston.com

Subject line: “Fund Administrator Application”

Please include:

- Resume
- Cover letter, briefly describing interest in the position, qualifications, and expectations

Applications will be reviewed on a rolling basis.

Ujima is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services. Boston residents are strongly encouraged to apply.

Learn more about Ujima Project at www.ujimaboston.com