

## Firm Overview

Illumen Capital is a fund of funds addressing systemic inequities by reducing racial and gender bias in investing. We invest in high-performing impact funds, and work with those managers to implement research-informed strategies and tools designed to reduce racial and gender bias. This work helps fund managers better identify, evaluate, and invest in overlooked and underestimated entrepreneurs, with the aim to drive outperformance and unlock returns. We believe an inclusive and optimal asset management industry will be the cornerstone of an equal and equitable future.

A Black-owned and led firm, Illumen Capital has been investing since 2018, with \$150 million regulatory assets under management as of 12/31/21. We invest into the top impact funds across venture capital, growth equity, and private equity, with a focus on health & wellness, education, climate & sustainability, and financial inclusion. In 2019, we published peer-reviewed research in the Proceedings of the National Academy of Sciences that validated our thesis: race influences the decision making of professional investors. Illumen Capital partners with Stanford SPARQ to design and apply research to bias reduction tools, and partners with Impact Experience to deliver experiential learning opportunities for fund managers and investors to help connect the dots between slavery, historical racism, and present-day implicit bias found in the asset management industry.

## Role Overview

Working in close collaboration with and reporting to Illumen Capital's VP of Product Development and Impact, the Impact Associate ("Associate") will accelerate the efforts to reduce biases and increase diversity, equity, and inclusion. The Associate will be responsible for both supporting bias reduction efforts (curriculum and tools, coaching, and advancing the field) as well as advancing impact and diversity measurement and management efforts. This is a full-time position based in Oakland, CA.

## Scope of Work

The associate would support the continued creation of bias reduction tools and curriculum, provide support for improved one-on-one coaching for implementation, and analyze existing data for impact measurement, continuous improvement, and pushing the field on improving racial and gender equity—all to increase diversity of representation, equity of processes, and inclusion in the investment and entrepreneurship field.

- Impact and Diversity Measurement
  - Analyze and synthesize key takeaways from baseline survey as a diagnostic and personalization tool for portfolio funds
  - Analyze qualitative data to synthesize key takeaways on attitudinal progress in bias reduction
  - Build tools, like survey templates, to support portfolio companies in collecting robust diversity and inclusion data
  - Synthesize trends and takeaways from existing data collected from portfolio fund staff to provide better coaching
  
- Bias Reduction Efforts

- Stay up to date on current research to support the ongoing creation of Illumen Capital's bias reduction curriculum
- Continue to create additional innovative tools specifically to support Illumen Capital fund managers in DEI actions, efforts, and initiatives; apply tools to support underlying portfolio companies and founders
- Plan and execute peer-to-peer learning webinars for portfolio fund managers to build a community of practitioners
- Create resources for one-on-one coaching as a follow up to fund managers' participation in the Impact Experience and other Illumen Capital programming
- Support coaching of fund manager investors and staff as part of Illumen Capital's ten-year partnership with portfolio funds
- Advancing the Field
  - Support Stanford SPARQ in executing next phases of research project
  - Create case studies of our work with fund managers to be used in external communications
  - Advance field-building opportunities, including conference or university speaking engagements and published communication

### Desired Traits and Skills

- A demonstrated passion for building a more equitable, inclusive world, starting with the fundamental belief that working with investors to reduce bias supports financial success
- An understanding of impact investing and specific interest in private market impact investing
- 2-4 years of professional experience (preferred but not required) in an impact-oriented role
- Experience with impact measurement and management and comfort analyzing qualitative and quantitative data
- Excellent writing skills and adaptive verbal communication and facilitation skills, including user-centered empathy
- Ability to work independently and manage competing deadlines, while also valuing collaboration and input from others
- Values a growth mindset and continuous improvement approach

### Compensation Package

- \$70,000 - \$80,000 base salary commensurate with experience
- Top-tier health and dental insurance plans
- 401(k)
- Financial support for professional development opportunities
- Flexible work arrangements
- Working in a mission driven environment with access to networks of leaders and mentors from around the world

### TO APPLY

- Step 1: Interested applicants should submit a resume, cover letter, and relevant existing writing sample to [careers@illumencapital.com](mailto:careers@illumencapital.com) by August 24, 2022
- Step 2: Interested applicants complete this anonymous [short survey](#) to support Illumen Capital's commitment to equity – we encourage candidates that will help us live our commitment to diversity, equity, and inclusion to apply

We look forward to reviewing your application!

*We are an equal opportunity employer.*

Illumen Capital is committed to equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Illumen Capital are based on business needs, job requirements and individual qualifications, without regard to race, color, creed, sex (including pregnancy, childbirth, and/or related medical conditions), marital status, religion, age, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, gender identity, genetic information/ predisposition or carrier status, veteran status, citizenship or any other consideration made unlawful by federal, state, or local laws. Illumen Capital will not tolerate discrimination or harassment based on any of these characteristics.