

Capital Deployment Manager

Part time: 20 hours/week

Salary: \$35-\$45 per hour

Remote, US based

ABOUT US

[Project Equity](#) works to expand employee ownership to preserve business legacies, retain jobs and help working people and people of color build long-term wealth. We envision a future where employee ownership is the preferred business model to strengthen small businesses and local economies and build wealth for working people and communities of color across the United States.

Project Equity's Employee Ownership Catalyst Fund provides flexible, low-cost capital to support the transition of businesses to employee ownership. The fund is distinctive in not requiring personal guarantees from individual borrowers, its flexibility in supporting both partial and full employee ownership transitions, its ability to finance all employee ownership entity structures (employee ownership trusts, coops, and employee stock ownership plans), and its capability to make both debt and equity investments.

ABOUT THE ROLE

As the part-time Capital Deployment Manager at Project Equity you will be a key member of the Capital team, supporting the deployment of catalytic capital to grow employee ownership, working directly on deals and supporting the internal operations of the Employee Ownership Catalyst Fund. You will work closely with the Employee Ownership Catalyst Fund Manager, Project Equity's Client Services team, a third party fund administration partner, and others to help provide financing to a growing number of companies on the employee ownership pathway.

The role offers an opportunity to work directly with business owners, employee ownership practitioners, investors, and ecosystem partners while helping to build a national market for employee ownership finance.

ABOUT YOU

The ideal candidate combines strong organizational, financial analysis, and lending skills with a passion for economic justice, employee ownership, and impact investing. If the following statements describe you, we encourage you to apply:

- **You love finance.** You have strong financial analysis skills and experience building and reviewing financial models that assess historical performance, develop forward-looking projections, and evaluate cash flow across a variety of businesses.
- **You are highly organized.** You excel at managing multiple priorities and have a strong orientation toward developing, improving, and maintaining effective organizational processes and systems.
- **You are an outstanding communicator.** You have excellent verbal and written communication skills and are comfortable working with people from a wide range of backgrounds, experiences, and perspectives.
- **You are mission-driven.** You are committed to Project Equity's mission of expanding employee ownership to preserve business legacies, retain jobs, and help working people and communities of color build long-term wealth.
- **You are excited to grow your employee ownership expertise.** Familiarity with or experience working with employee ownership structures—including ESOPs, worker cooperatives, and Employee Ownership Trusts (EOTs)—is a plus.
- **You embrace technology.** You are eager to learn and apply new technologies to improve efficiency, analysis, and decision-making, including the thoughtful use of AI-powered applications.

HOW YOU WILL SUPPORT THE WORK OF PROJECT EQUITY

Borrower Identification and Management

- Track internally and externally generated capital deployment opportunities
 - Support externally generated financing opportunities, including meeting with representatives of opportunities, processing of NDA's, obtaining appropriate financial and other materials and conducting preliminary due diligence
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Opportunity underwriting and analysis

- Provide project management support as opportunities move through the capital placement processes, including application, underwriting, securing loan/investment committee approval, state guarantee (as appropriate), and deal closing
- Act as a key point of contact between borrowers, the EO technical assistance team, other lenders, underwriters, legal support, and others to ensure that process and approval timelines are met

Fund operations support

- Maintain internal and external fund operations meeting schedules and other communications, including materials preparation and tracking
- Lead quarterly/annual investor financial and impact reporting
- Prepare internal deal specific and portfolio summary documents to support internal decision making
- Manage online document storage for the Employee Ownership Catalyst Fund and for individual fund transactions
- Contribute to a supportive and high-functioning workplace by communicating proactively, embracing diverse perspectives, celebrating wins, navigating challenges together, and championing a culture of continuous feedback and mutual respect

REQUIRED SKILLS AND EXPERIENCE

- Bachelors degree or equivalent education/experience, MBA preferred
- 5 years of work experience, including 2+ years experience in one or more functions that support the execution of loans at a loan fund, CDFI, or bank.
- Knowledge of commercial lending processes and standard lending terms.
- Experience or familiarity with impact investing and how evaluating loans and investments may differ when social or environmental goals are considered alongside financial returns.
- Strong project management abilities

BENEFITS

- Retirement (401(k) or Roth): Match 100% up to the first 3% and 50% of the next 2%.
 - Employee Assistance Program
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- Wellbeing Resources and Caregiver Support
- Commuter Benefits
- Training and Development
- Up to \$500.00 annually for education reimbursement
- Holiday pay for regular part-time employees
- Vacation days: up to 60 hours (subject to work schedule)
- Sick days: up to 40 hours (subject to work schedule)

SALARY: \$35-\$45/hour

TO APPLY

To be considered for this position, please fill out our [online application](#) and upload your resume and cover letter. In your cover letter, please explain what motivates you to work with Project Equity, and how your experience, skills and commitment will advance our work to create a more equitable economy.
