



**POSITION DESCRIPTION:**  
***Analyst, Immigration Investments***

At Emerson Collective, (EC), we believe that self-reliance is one of humanity's highest ideals. We believe deeply in self-reliance; but we recognize that the road to self-reliance sometimes leads through reliance on others. We trust that hard work and determination can make anything possible, but opportunities for hard work and determination must be found and even created. To support this belief, EC is determined to do entrepreneurial work in traditionally non-entrepreneurial contexts by partnering with and supporting innovative entrepreneurs who are driving game-changing social reform efforts, particularly in the areas of education, immigration, social justice, and the environment. Our activities include: providing technical and financial support to individuals and organizations working on pioneering solutions to pressing social problems; amplifying successes in this work through a mixture of communications mediums; acting as a convener by facilitating and providing a venue for dialogue for thought leaders and influencers; and advocating for fair and equitable social policies. To meet the ambitious goals of its Founder and team, EC is seeking colleagues who have both the audacity to dream up new ways to improve the world, and the determination to make them a reality.

At EC, we care deeply about reforming our immigration system. Our broken system confronts immigration as a problem rather than an opportunity and contributes to a culture of insularity, fear, and disconnectedness. This undercuts our economy and diminishes our collective humanity. Reforming our immigration system will grow the economy, reduce inequality and increase opportunity for all Americans. Alongside championing these reforms, we partner with those expanding due process and improving access to critical legal protections, particularly those leveraging technology and innovation to reach a broader range of immigrants. We also believe that expanding immigrants' access to community resources creates civic, educational and economic opportunities that strengthen the social fabric of our society. We are seeking an Analyst, Immigration Investments, who will be a core member of the investment team, to support the management of our portfolio of immigration partners

**The Role**

The Analyst, Immigration Investments will report to the Immigration Portfolio Manager. Working within Emerson Collective's immigration investment portfolios, s/he will support EC's immigration investing team by:

- Conducting landscape analysis to identify immigration industry trends, gaps, and opportunities.
- Assisting with investment processes, including research, partner cultivation, due diligence, documentation, post-investment support of partner organization, and compliance tracking.
- Preparing reports, presentations, memos and other documents for internal and external audiences.
- Developing and maintaining systems for organizing data, materials, and information.

- Helping to conceive of and support events, convenings and trainings that enable partners and peers in the field to learn together.
- Conducting individual communications to external stakeholders.
- As needed, help members of the team with external communications to advance immigration program strategy.
- Collaborating with EC's other teams (communications, special events, policy, etc.) to ensure we are leveraging their tools and capabilities in support of our partners.
- Taking on other special projects and administrative tasks as they arise.

### **Experience**

- 1-3 years of work experience, ideally in philanthropy or nonprofit fields.
- Experience conducting non-profit due diligence a plus.
- Data systems and analysis skills a plus.

### **Qualifications**

A successful candidate for this position will have the following characteristics:

- You're passionate about immigration issues and motivated by EC's initiatives.
- You're intellectually curious. You love learning new things. You learn quickly and independently. You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.
- You're creative and resourceful when solving problems or completing tasks.
- You have exceptional organization skills. You have strong prioritization skills, including time management and project management skills and always follow through.
- You have strong analytical skills.
- You have excellent written and oral communication skills, including the ability to develop materials for internal and external audiences. You can communicate complex information clearly and concisely with everyone in the organization and with external stakeholders.
- You maintain a team-oriented approach and thrive in entrepreneurial, dynamic environments. You're comfortable taking on new tasks or projects with little direction and adjusting course quickly in response to feedback.
- You have high standards for accuracy, quality and integrity.
- You have a strong orientation towards technology-related strategies and solutions to social problems.

### **Location**

EC is based in the San Francisco Bay Area, with offices in Palo Alto and Oakland. This position will be based in Palo Alto. Periodic travel is required but will generally not exceed 20%.

### **Compensation**

EC offers competitive benefits and salary for this role.

### **To Apply**

Send your resume and a short (<250 words) note about your interest in the role to Kavitha Sreeharsha at [kavitha@emersoncollective.com](mailto:kavitha@emersoncollective.com)