

Impact Cleveland

Catalytic Capital Development Consultant

What is Impact Cleveland?

Convened by the Cleveland Foundation, Impact Cleveland is a consortium of funding partners – JumpStart, KeyBank, Greater Cleveland Partnership, Team NEO and Fund for Our Economic Future – intersecting the social impact investing and economic development space. The initiative is focused on building a social impact investing ecosystem in our community by connecting investors looking to bring about holistic change in the world with those seeking capital for catalytic projects that can deliver a financial return while also benefiting society.

Consulting Opportunity

The Impact Cleveland consortium partners and the Cleveland Foundation (“TCF”), desire to engage an expert consultant to lead the launch and expansion of efforts to attract national capital to our region and support efforts to coordinate capital flows to the most impactful projects. Critical to this will be helping to foster a better understanding of community needs and capital gaps as well as support connections between social entrepreneurs, organizations, investors and communities.

The Catalytic Capital Development Consultant (“Consultant”) will support the collective social impact investing goals as defined by the Consortium Partners and TCF. The Consultant will be an independent contractor payable via 1099 over the course of a one-year agreement with the potential for an extension of up to one additional year.

Consultant scope of work will include:

Impact Cleveland

- Work with Consortium Partners (Advisory Board) for Impact Cleveland portal to develop and implement a plan to grow the social impact investing ecosystem in Northeast Ohio.
- Manage the Impact Cleveland portal including screening new investments and investors against policy criteria and making site modifications and updates as needed so that it can be a real-time marketing tool for impact investing in our region.
- Recommend ongoing governance actions to the Consortium Partners, including dues payment to support salary, marketing budget and site maintenance.
- Prepare due diligence on mission related impact investments for potential investment by the consortium partners.
- Create and distribute a monthly newsletter to advise Consortium Partners on progress and development ideas and report on DEI initiatives.
- Recommend in-person meetings with new firms or project leaders having significant potential DEI/REI impact.

- Convene and prepare agenda for partners' meetings (3-4 times a year) to share progress and determine strategic goals for the impact ecosystem. Meet individually with partners at intervals throughout the year.
- Maintain a metrics and evaluation dashboard to be shared with the partners and research to include benchmarking information from other successful regions.

Social Impact and Mission-Related Investments

- Guide and support TCF staff in sourcing and diligence on impact and other mission-aligned investment opportunities (MRIs or PRIs).
- Assist with and lead preparation and presentation to TCF Social Impact Investment Committee (SIIC) on a quarterly basis.
- Provide ongoing tracking, monitoring, benchmarking and alignment of social impact investments to UN SDGs.
- Work with TCF marketing team and Consortium Partners to develop and execute marketing plan for Impact Cleveland portal.
- Related special projects and reporting as identified over the course of contract.

Deliverables expected at the end of one-year term:

- Impact Cleveland portal launched publicly and updated at least quarterly.
- At least three meetings convened to update consortium partners and newsletters sent.
- Marketing plan for portal developed and underway.
- Conduct due diligence on potential portal investments.
- Prepare presentations for all SIIC meetings.
- Develop plan on broadening portal perhaps to "Impact Ohio" model.

Consultant Qualifications, Credentials and Technical Skills required:

- A minimum of 5 years of progressive experience in investment due diligence. Proven track record of independent judgment and decision-making in matters of recommending investments.
- Familiarity with venture capital, early-stage investments and regional economic development funds.
- Ability to lead a city-wide project and be responsible for convening partners regularly and providing them with relevant and timely information.
- High level of integrity and ability to maintain confidentiality.
- Ability to work well under pressure and prioritize multiple assignments and activities simultaneously with a series of continuous deadlines while demonstrating excellent organizational skills and flexibility.
- Ability to deal professionally and diplomatically with individuals at all levels both internally and externally.
- Exceptional oral, written and interpersonal communication skills.
- Ability to take a proactive role in team efforts, promoting cooperation and collaboration among team members and encouraging open communication amongst teams.

- Advanced user of Microsoft Outlook and the Microsoft Office Suite (Word, Excel and PowerPoint) and exceptional research skills.
- Experience managing a website CMS a plus.
- Familiarity with Cleveland's nonprofit and financial services sector is preferred.
- Degree in Finance preferred.

Interested parties should reply to impactinvesting@clevefdn.org and include the following information:

- About the firm or consultant and how firm or consultant is qualified to successfully carry out the scope of work and provide deliverables.
- Detailed proposal outlining how work will be organized and carried out over the term of the agreement, including a project timeline.
- Name(s) and bios of consultants who will be assigned to the work.
- Proposed budget for the agreement, including expected compensation and expenses that are incurred in carrying out the work.
- Examples of and references for similar work conducted.

