

SeaChange

Position: Associate

Location: Remote (US); Philadelphia, PA; New York, NY

Reports to: Senior Vice President (SVP)

SeaChange Capital Partners (“SeaChange”) is seeking a highly organized, detail-oriented, quantitative, entrepreneurial, and mission-driven individual to join as an **Associate** in a small, high-performing team. The ideal candidate will be an analytical go-getter capable of working both independently and collaboratively as part of a team. This individual should be passionate about the nonprofit and social sectors, enthusiastic about learning and growing, and excited by seizing new opportunities.

About SeaChange

SeaChange’s mission is to serve nonprofits facing complex financial and organizational challenges. Founded in 2008, SeaChange serves as a bridge between funders and nonprofits by creating flexible, innovative ways for funders to support nonprofits. We do so by making grants and impact-first loans, providing advice and analysis, and facilitating referrals to appropriate outside resources. We share our insights to positively influence the broader ecosystem of nonprofits. In every transaction, our goal is always to contribute value in the interest of creating a healthier, sustainable nonprofit sector and society.

For more information about SeaChange, please visit our website: www.seachangecap.org.

About the Position: Associate

The Associate will principally work under the supervision of the Senior Vice President of our grantmaking program. SeaChange’s grantmaking program works with nonprofits seeking to advance their missions through sustained collaboration (mergers, joint ventures, shared back-office arrangements, programmatic alliances, and other types of formal collaborations between organizations). Although we consider situations in any issue area involving organizations of all sizes, we only make grants for cases in which independent, flexible, and fast funding can play a critical role. Through our two place-based funds – the Greater Philadelphia Nonprofit Repositioning Fund and the New York Merger and Collaboration Fund – as well as our two national funds – the SeaChange-Lodestar Fund for Nonprofit Collaboration and the Transformational Partnerships Fund (serving institutions of higher education) – SeaChange provides funding, advice, and referrals to organizations to help navigate these often complex processes. In this role, the Associate will have the opportunity to build expertise in this

specific form of capacity-building and will work directly with nonprofits to help them meet their organizational goals.

The Associate's responsibilities include, but are not limited to:

- Due Diligence: review & analyze financial and organizational documents; review funding applications; build financial models; identify key issues and opportunities for prospective funding
- Execution Support: structure new transactions; interact with funders/nonprofit leaders/counsel/ecosystem representatives; prepare and draft recommendations and proposals
- Portfolio Management: engage with fund recipients; create and monitor reporting; evaluate transaction and nonprofit performance; manage and maintain internal transaction tracking systems
- Consulting & Advisory: support analysis and planning projects for nonprofits and coalitions; create deliverables (e.g., presentations, metrics, summaries, etc.)
- Internal Administration: participate in SeaChange board meetings and fund governance/investment committee meetings

While the Associate's principal role will be in transaction support internally, there are opportunities for the Associate to actively participate in externally-facing roles as well, particularly with respect to funder relations, grantee communications, and reporting.

Likewise, although the Associate will predominantly work on our grantmaking funds, SeaChange is a small team where every person has a role in our strategic planning, operations, and administration. We support opportunities for the Associate to work on other initiatives and program areas as appropriate.

Qualifications

Required:

- Bachelor's degree or equivalent, ideally related to finance, philanthropy, business/nonprofit management, or other related fields
- 2-4 years work experience, or equivalent
- Strong commitment and interest in social impact and the nonprofit sector

- Superior organizational, process, and time management skills as demonstrated by an ability to manage and prioritize multiple, detailed projects, and to drive toward deadlines
- Self-starter with exceptional oral and written communications skills
- Analytical prowess and superior attention to detail
- Professionalism with a high level of maturity, poise, and judgment
- Ability to work both autonomously and collaboratively, appreciate differences in perspectives, and work toward shared goals and objectives
- Commitment to SeaChange's values of respect, do no harm, confidentiality, neutrality, equity, and independence
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Adobe Acrobat Pro
- Willingness to travel to our offices in New York and Philadelphia

Preferred:

- Professional experience/background in finance, grantmaking/writing, strategy consulting, fund/portfolio management, accounting, nonprofit facilitation, community development, etc.
- Demonstrated ability to interpret financial documents and perform quantitative analysis (including financial statements, and funding proposals)
- Familiarity with Salesforce, WordPress, QuickBooks, InDesign, and/or Python a plus
- Master's Degree or similar professional degree a plus, ideally related to finance, philanthropy, business administration, nonprofit management, or other related field
- Sense of humor!

Compensation & Benefits

- **Salary Range:** \$65,000 to \$85,000, commensurate with experience
- 403(b) retirement plan after 6 months of employment + 2:1 contribution match
- Comprehensive benefits package, including medical, dental, vision, life/disability/AD&D insurance, etc.

- Generous time-off policies, including 3 weeks of paid vacation in the first year and tenure-based increases
- Hybrid and flexible remote/office work schedules
- Year-round networking and professional development opportunities

If you are interested in applying, please send a cover letter and CV to apply@seachangecap.org. *LinkedIn "Easy Apply" applications alone or applications without a cover letter will not be considered.*

Equal Opportunity Employer

SeaChange is an equal opportunity employer and believe we are strengthened by the diversity of our team. We welcome all qualified candidates, regardless of race, ethnicity, religion, creed, national origin, age, sex, disability, veteran status, or gender identity to apply for this position. We seek to cultivate a diverse, equitable, and inclusive workplace, an integral part of SeaChange's culture.

If you have questions or require any special accommodations to review the job description or submit an application, please reach out to apply@seachangecap.org.