



Growing Impact Investment firm seeks Vice President - Finance

Background

New Market Funds is an investment firm that focuses on investments with long-term community benefit. Our strategy is to combine sector-based experience and relationships with a rigorous investment process to bring investment capital forward to meet community need. Our first fund invests in affordable multi-family rental housing, in partnership with strong existing non-profit and co-op operators. Additionally, we are building a non-profit real estate developer named New Commons Development. We are also on-boarding two community loan funds, one of which will also invest a portion of its capital in equity. Our short and mid-term goal is to identify other sectors for investment that will combine the opportunity to have a significant long-term community impact with market demand and an appropriate level of risk and return for investors.

New Market Funds is owned by a registered Canadian charity (New Market Funds Society). We are primarily Vancouver-based, with a small team in Toronto. Our team works across Canada.

As our business grows, we are looking for an energetic and motivated Vice President - Finance. This is a key new role that will support the team in developing and managing the financial systems and processes of the firm, as well as collaborating on investment strategy and management, so that it can be successful in meeting its goals.

To support the breadth and depth of responsibilities, the successful candidate must have strong leadership skills, excellent communication skills, a proactive and “hands-on” approach and must be comfortable in a growing, dynamic business environment. If interested, you should:

- be excited to be part of something new that is growing and evolving,
- want to join a team and a firm that is making a difference, and
- want to work hard, but also be able to laugh with your colleagues.

Role Responsibilities

We seek an individual who can build out and manage the financial management processes and systems for a complex, dynamic and growing investment firm, as well as the management and supervision of internal and external resources, and direct reports, as required, for:

- Accounting system
- Audit, Tax, Regulatory and Compliance
- Cash Management and Banking
- Insurance and IT
- Financial Planning and Analysis
- Financial Modelling – consolidated, individual fund, and deal levels
- Financial, Impact, Fund, and Portfolio company reporting

The VP Finance will also support in:

- Investor/Shareholder/Stakeholder Relations
- investment decision-making
- training and review of financial modelling used in underwriting
- ongoing investor requests and ad-hoc fundraising requests
- investment due diligence and investee support
- fund/product concept development
- determining firm's overall strategic direction
- special projects

We welcome applications from candidates who could also act as:

- Chief Financial Officer loan services to the registered loan management entity
- Chief Compliance Officer to the registered loan management entity

This is a full-time position in a small and cohesive team structure.

This position offers an attractive salary, benefits allowance and three weeks of paid vacation.

Qualifications

Required Experience:

- Undergraduate degree in Finance, Accounting, Economics, Engineering, or Mathematics with strong GPA
- CA or CPA designation
- 5 - 10 years of related accounting and finance experience

Required Skills:

- Strong Excel and Financial Modelling skills
- QuickBooks
- Microsoft Office suite (Outlook, Word, PowerPoint)
- Evidence of personal engagement in, or desire for, social and environmental change

Desired qualification/experience:

- CFA designation
- Real estate or investment fund experience
- Meet the qualifications of National Instrument 31-101, section 3.13 (Chief Compliance Officer)
- Fluency in French

Applications

If you think this describes you and the role you are looking for, please submit a cover letter and a resume to info@newmarketfunds.ca with the subject line "Application: New Market Funds – Vice President Finance".

Applications will be reviewed on a rolling basis.

We encourage all qualified applicants to apply. We thank all applicants; however, we will only contact those applicants selected for an interview.