



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title: Impact Investment Associate**

**Department/Division: 100x Impact Accelerator**  
**Accountable to: Head of Impact Investments**

### Job Summary

- The role involves working across the sourcing, selecting, and reporting of social enterprises (non-profit and for-profit) for admission to the highly-competitive 100x Impact Accelerator bi-annually (twice per year)
- The role will involve supporting the Head of Impact Investments to source and select future applicants for the programme, including narrowing down an extensive pool of applicants to the accelerator programme into a short-list, identifying additional internal support for selecting ventures, and participating in detailed due diligence of the shortlisted social enterprises
- The post holder will lead on producing insights and statistics, such as geographical coverage, sector split, diversity of team, across our application base to inform the effectiveness of our pipeline building work and communications strategy in terms of outreach to 100x applicants
- The post holder will take lead responsibility on completing the necessary KYC/onboarding checks for social enterprises, in line with LSE's procedures and values, and will support the Head of Impact Investments with the preparation of materials required for Investment Committee and Supervisory Committee considerations
- The post holder will support the Head of Impact Investments to develop a reporting framework (including data system) for our accelerator programme that captures the necessary and appropriate financial and impact metrics to measure social enterprise progress during and beyond the 12-week programme, and the overall impact of the 100x programme
- The post holder will work with the Programme Manager on the ongoing management of the 100x cohorts and reporting requirements, to guarantee a high quality and smooth reporting process
- Some flexible working outside of the standard office hours, for example evenings and weekends, may be required on occasion

### About the 100x Impact Accelerator

Established in 2022, the 100x Impact Accelerator identifies, invests in, and accelerates the most promising social enterprises that are addressing the world's most pressing social problems. Based in the London School of Economics and anchored with a £50 million philanthropic gift, the 100x Impact Accelerator aims to leverage the research within the LSE to identify critical gaps and levers within



pressing social sectors, and then find social enterprises with solutions to those problems.

Uniquely, the 100x Impact Accelerator aims to be for the social sector what Y-Combinator -- a top tier venture Accelerator known for producing financial unicorns -- is to the private sector. The aim is to create 'impact unicorns' - organisations creating positive impact on the scale of billions. This will only be achieved by pairing social enterprises (both non-profit and for-profit) not only with philanthropically-backed capital and LSE's research, but also with connections to world leaders, policy practitioners, and decision makers who can help redefine how social enterprises think about scale and impact.

## **Duties and Responsibilities**

### **Planning and Organising**

- Support the Head of Impact Investments in designing and tracking appropriate Key Performance Indicators ('KPIs') – both financial and impact - and metrics for cohort application and portfolio reporting
- Support the Head of Impact Investments in scoping out and collaborating with our service providers to design a lean and automated reporting system
- Take lead responsibility for maintaining our existing database (AcceleratorApp) for required data analyses, and using this to support the Head of Impact Investments with monthly stakeholder reporting, both to internal and external stakeholders
- Participate in the maintenance of the quality and accessibility of application and selection-related information and data across the organisation, recommending best practices as required
- Take lead responsibility on completing the necessary KYC/onboarding checks for social enterprises, using resources such as Factiva
- To work with the 100x team to improve and embed our existing impact measurement framework to ensure we are delivering to our vision and mission
- Support the Head of Impact Investments in synthesising due diligence findings, in gathering information for investment memos and in collating investment recommendations to share with the Investment Committee
- Support the Head of Impact Investments in narrowing down an extensive pool of applicants to the accelerator programme into a short-list and participate in detailed due diligence of the shortlisted social enterprises
- Support the Head of Impact Investments in sourcing a quality pipeline for future programme cohorts
- Work with the Marketing and Communications Manager to contribute to our Annual Report and live impact reporting online
- Support the Head of Impact Investments to design and track appropriate KPIs and metrics for social ventures to be considered for follow-on investment from our funding partner(s)
- Evaluate, with the Head of Impact Investments, current accelerator application and data platforms to make sure systems continue to be appropriate, cost-competitive, and fit-for-purpose.

### **Communication**

- Share KPIs with other members of the team to share with internal and external 100x stakeholders
- Work with the Marketing and Communications Manager to deliver on clear and transparent communications to prospective applicants and cohorts
- Build effective working relationships and networks with external stakeholders across the 100x portfolio and partners to ensure a smooth application, selection and reporting process is being delivered
- Ability to liaise with service providers and/or contract staff regarding the delivery of a data



management system that fits within the designed reporting framework, as defined by the Head of Impact Investments

- Ability to liaise with external partner(s) and additional resource within the School (for example, LSE students) in order to support the Head of Impact Investments in the delivery of a smooth selection process
- Contribute to the management of our CRM system
- Work collaboratively and effectively with other members of the Accelerator team, and can identify and act on areas where input from the broader School network may be appropriate
- Represent the values set out by the accelerator programme and the LSE to both internal and external stakeholders

### **Teamwork and Motivation**

- Form positive working relationships with the 100x team and more broadly across other stakeholders (including, for example, LSE students)
- Contribute to upskilling of the wider 100x team by running periodic update sessions focused on data management and analyses
- Conduct ad hoc data analyses as requested by different stakeholder(s)

### **Service Delivery**

- To provide a high quality of customer service to prospective social enterprises, taking into account their specialised nature and profile
- To deliver consistent relationship management with 100x partners throughout the application and selection process
- To support the implementation of a strategy, developed by Head of Impact Investments, to assist social enterprises who have not been successful in the application process and how support can be offered throughout the 100x process
- Work with the Programme Manager to ensure that the portfolio of social enterprises report to required timeline and with the best available data. Proactively work with the social enterprises to improve their data reporting process and data quality

### **Problem Solving and Initiative**

- To support the development, collection and analysis of key performance indicators (KPIs) and metrics to monitor the extent to which the investment strategy is achieving its objectives. Suggest meaningful positive changes to the strategy wherever necessary, as supported by the Head of Impact Investments
- To help analyse the impact of the accelerator programme on the larger impact ecosystem, working with the Programmes team, reporting back to the Accelerator's senior leadership team on key findings
- Make independent decisions and act proactively on own initiative to ensure smooth delivery of the reporting and investment process, resolving issues with minimal guidance and escalating more complex queries when appropriate

### **Financial Responsibilities**

- To work with the Head of Impact Investments and Head of Operations to ensure prompt invoice payments, and to maintain financial records as required by LSE and the Accelerator, including filing expense reports.
- To support the Head of Impact Investments and Head of Operations in managing the annual budget review and forecasting process.



### **Flexibility:**

- Some weekend and evening work may be required during peak periods of activity with social enterprise recruitment, sourcing and selection, and when cohorts are present for programme delivery
- To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above
- Travel may be required

### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

### **Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.