



Job Description:

Impact Investment Manager (For Purpose Finance)

About Sefa

Sefa (Social Enterprise Finance Australia) was established in 2011 when it was selected by the Australian Government to receive funding through its Social Enterprise Development and Investment Fund. Since establishment, Sefa has unlocked more than \$170 million of capital from the impact investing sector and disbursed over \$50 million in loans.

Sefa's work spans impact areas including housing, education, arts and culture, First Nations communities, disability inclusion and community enterprise. Our vision is for impact-led organisations across Australia to be backed by the capital, support and ecosystem they need to thrive.

We provide flexible finance and targeted capability support to impact-led organisations, while working across the social impact ecosystem to help build the conditions for more inclusive and equitable capital flows.

By combining flexible, catalytic finance with targeted capability support and ecosystem advocacy, Sefa strengthens impact-led organisations, reduces investment risk and helps build a more inclusive and equitable social impact investment market across Australia.

About this role

This role sits in Sefa's Impact and Advisory team, which provides practical, mission-focused guidance to help purpose-driven organisations grow with confidence. Our work covers areas including outcomes measurement, governance and organisational systems, budgeting and forecasting, strategy, and preparation for investment.

The Impact and Advisory Manager will work as part of a multidisciplinary team across a diverse portfolio of social enterprises, not-for-profit organisations and other for-purpose businesses. With a particular focus on impact assessment, strategy, financial analysis and business advisory, the Manager will help clients understand where they stand, strengthen how they operate and prepare for their next stage of growth and investment.



About the position

Role	Impact Investment Manager
Reporting to	Head of Impact Investment
Position summary	The Impact Investment Manager will play a key role in Sefa's Impact Investment team, working on all aspects of the lending process. They will contribute to: a. building a robust, diverse investment pipeline; b. managing the end-to-end impact loan due diligence and execution process; c. helping to support a healthy investment portfolio; and d. developing co-investment opportunities with social impact.
Working style	At Sefa, good advice is only part of the job. We want every business and organisation to come out of an engagement confident to act on our advice and build on it. The Manager brings a strengths-based approach alongside sound advisory practice: • Start with strengths: Recognise what the organisation already does well, and build recommendations from there. • Understand before advising: Learn the organisation's purpose, context and priorities before forming a view. • Meet the client where they are: Tailor advice and pace to each organisation's stage, capacity and level of financial confidence. • Be clear and candid: Give evidence-based advice, name risks and priorities respectfully, and focus on practical next steps. • Explain the why: Share the reasoning, tools and knowledge behind the advice so the organisation can act on it with confidence. Business Advisory and Strategy focus: In practice, this means helping management teams, leaders and boards build on their impact and business strengths, so they can shape and present their strategy and investment case with confidence.
Location	Sydney, with flexible hybrid working arrangements and occasional travel within Australia. Our office is based in the stunning Yirranma Place in Darlinghurst – a for-purpose precinct established by the Paul Ramsay Foundation.

Key Responsibilities

On financial and credit analysis

- Conduct detailed financial analysis and investment assessments, including evaluating financial statements, business models, market trends, assessing creditworthiness, and performing due diligence on investment applications.

On investment assessment, synthesis and proposal preparation

- Lead the financial, governance and impact assessment and analysis of investment applications.
- Lead structuring of appropriate loan solutions.
- Prepare proposals for the Sefa Investment Committee and Catalytic Investment Committee, both for direct investments and co-investment.
- Lead loan documentation, typically alongside external legal counsel.

On portfolio management

- Oversee, with support from the Impact Portfolio & Operations Manager, the loan disbursement process, ongoing portfolio management, including covenant monitoring and prepare periodic investment reviews and variations.

On relationship management, business development and capital structuring/investment readiness

- Assist the Head of Impact Investment and CEO in generating new investment opportunities.
- Assist in relationship building with co-investors such as philanthropy, government, impact investors and other partners.
- Develop and manage relationships with existing borrowers.
- Work collaboratively with the Head of Impact & Advisory, Strategy Lead and the wider Sefa team on professional service opportunities, with a focus on investment readiness/capital structuring, due diligence, and supporting specific social finance initiatives.
- Supports specific Impact Investment initiatives and specific innovation projects.

Secondary responsibilities

- Contribute to Sefa-wide projects and initiatives, providing input, coordination, and support as required.
- Participate in cross-team activities and working groups to strengthen collaboration and organisational effectiveness.
- Assist with ad hoc tasks or responsibilities beyond core role requirements to support broader organisational priorities.

Knowledge and skills required

Essential

- Passion, energy, commitment and understanding of the impact investing / impact capital / social enterprise sectors.
- Strong analytical skills, e.g. financial analysis and/or investment assessments.
- Experience in identifying suitable loan terms and conditions, to set clients up for success while managing Sefa's risk exposure.
- Ability to assess and synthesise investment applications and preparing comprehensive proposals for the Sefa Investment Committee. This includes understanding and articulating the financial and social impact potential of proposed investments and applying Sefa's investment process, including the relevant Sefa investment policy approaches and parameters.
- Expertise in managing a diverse investment portfolio, including overseeing loan disbursements, monitoring covenants, and preparing periodic investment reviews to ensure attention to detail and effective management of ongoing investments and mitigates risk.
- Ability to build and maintain strong relationships with existing borrowers, co-investors, and other stakeholders. This includes effective communication and collaboration to support the growth and financial sustainability of for-purpose social purpose organisations.
- Expertise in capital structuring and preparing organisations for investment. This involves providing strategic advice and guidance to clients on how to structure their capital to maximize impact and attract investment.
- Confidence to multi-task and contribute to multiple projects at any one time.
- Relationship building and strong communication skills with the ability to work with a diverse range of stakeholders.
- Ability to operate and take ownership in a small organisation that is constantly evolving to meet shifting market demands.
- Patience and resilience in a developing for-purpose market.
- Proven experience researching and writing proposals, business cases, submissions or reports for different audiences.
- Well-developed stakeholder engagement and communication skills, including building relationships with senior stakeholders, facilitating workshops and presenting to boards, directors and senior leaders.

- Demonstrated experience delivering advisory engagements that strengthen client capability, using a strengths-based approach tailored to each organisation's context.
- Experience supporting colleagues to develop their skills and knowledge.
- A passion for working with social enterprises, not-for-profit organisations and other for-purpose businesses, and the ability to work independently within a small, multidisciplinary team.

Very helpful

- Lending / credit analysis / financial analysis experience, ideally in small to medium sized organisations.
- Secured lending, term loans and/or property lending experience.
- Extensive work with organisations across business operations, budgeting, cashflow and overall financial management activities.
- Experience in client facing, preferably with specialisation in financial management and / or strategy.
- Investment readiness, ideally in small to medium sized organisations.
- Experience around due diligence and capital raising.
- Consulting / advisory experience with a preferred focus on capital structuring.
- Understanding of the challenges facing for-purpose-organisations in Australia
- Flexibility and tenacity.

Qualifications

- Degree in Commerce, Business, Economics, Policy, Finance or a related discipline, or equivalent relevant professional experience.
- Relevant Australian working rights.

Application process

To apply, lodge your application via Ethical Jobs by providing a cover letter and CV.

We encourage applications from people of all ages and genders, Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ people, and people from diverse ethnic and cultural backgrounds.

Applications may be assessed as they are received.

At Sefa, our values guide how we work



Togetherness

We believe in the power of collaboration. We work constructively with colleagues, clients and partners to achieve shared goals and develop practical solutions. Strong communication, teamwork and respectful working relationships are central to our success.

Integrity

We act ethically, honestly and responsibly. We take accountability for our work, maintain high professional standards and build trust through reliable advice, respectful conduct and consistent delivery.

Champion

We support clients and colleagues to build confidence, develop capability and achieve meaningful outcomes. We lead by example, encourage others to succeed and bring energy and commitment to our work.

And at Sefa our approach to delivering our work and purpose is grounded in

Innovation

We look for better ways to solve problems and deliver value. We apply curiosity, sound judgement and creative thinking to improve our services, systems and ways of working.

By living these values, we aim to create a collaborative, supportive and purposeful workplace where every team member can contribute to positive change.