

POSITION/TITLE: ESG and Impact Analyst

POSITION SUMMARY:

This position will report directly to the Director of ESG and Impact and is a key member of TriLinc Global LLC's (TriLinc) investment team. The ESG and Impact Analyst will participate in the ESG and Impact portfolio monitoring and reporting activities of TriLinc's funds. The ESG and Impact Analyst is a position primarily focused on monitoring and reporting on the ESG and impact performance of TriLinc borrower companies.

RESPONSIBILITIES:

Overall

- Performing all tasks necessary to achieve the organization's mission and help execute growth plans.
- Represent TriLinc in a manner that is consistent with our purpose, mission, vision and values.
- Participate in and provide independent judgment regarding overall strategy discussions for TriLinc Global to ensure we meet our goal of becoming a multi-billion-dollar investment company.
- Actively support the culture of accountability for execution and results.

ESG & Impact Portfolio Monitoring

Responsible for working alongside the Director of ESG and Impact and ESG and Impact Associate(s) in analyzing the on-going ESG and impact performance of TriLinc borrower companies, including:

- Analysis of borrower company industry and business activities;
- Borrower company compliance with TriLinc's ESG and impact policies and procedures;
- Analysis of borrower company baseline and annual ESG and impact assessments;
- Collection, review, and verification of borrower company-level ESG and impact documentation;
- Drafting borrower company-specific ESG and Impact Monitoring Reports;
- Proactive monitoring of both macro-, industry-, and borrower company-specific events that could affect the ESG and/or impact performance of each borrower;
- ESG and impact data entry and reconciliation in TriLinc's ESG and impact database;

ESG & Impact Portfolio Reporting

Responsible for creating, drafting and developing TriLinc's ESG and Impact reporting content for all TriLinc funds, including:

- Borrower company-specific investment spotlights;
- Monthly impact updates;
- Quarterly fund-specific portfolio and impact updates;
- Annual impact reports; and
- Routine and ad hoc ESG and impact reports for all board meetings, oversight committees, and the Sustainability and Impact Committee; and
- Other reports as defined or applicable.

Other Investment Department Responsibilities

- Participate in and coordinate all relevant materials for TriLinc's Sustainability and Impact Committee.
- Serve as a non-voting participant of TriLinc's Investment Committee.
- Maintain compliant investment department files.
- Develop and maintain TriLinc's ESG and impact industry research library.
- Participate in impact investment industry events, seminars, and conferences.
- Help prepare quarterly board materials.
- Assist the ESG and Impact team with the company's strategic initiatives and projects.
- Assist the ESG and Impact team as needed.

EDUCATION AND EXPERIENCE:

- Bachelor's degree with minimum of 2 years of work experience in investor relations, investment, client, or product management-related function, ideally with an emphasis on alternative assets.
- Master's degree can be substituted for 2 years of work experience.

SPECIFIC KNOWLEDGE AND SKILLS (REQUIRED):

- Excellent verbal and written communication skills, evidenced by academic or professional experience in communications and/or other client-facing discipline and/or role.
- Passion for our mission to create positive impact.
- Interest in socio-economic development and knowledge of emerging market investing a plus.
- Ability to work across cultures and communicate with colleagues in different time zones and be an effective team player.

SPECIFIC KNOWLEDGE AND SKILLS (PREFERRED):

- Fluency in a foreign language.
- Working, living, and/or studying in an emerging market context.
- Evidence of professional and/or academic exposure to sustainable development.
- Existing relationships with other ESG and impact industry participants.