

# **Toniic**

## **Job Description**

### **Tracer Support Associate**

#### **About Toniic**

Toniic is a non-profit global network of impact investors - investors seeking positive social and environmental impact alongside financial return. Our membership services support a global community of wealthy individuals, family offices, and foundation asset owners in more than 25 countries around the world who are active impact investors. Our field building initiatives provide impact investing resources to the public. While the organization is headquartered in San Francisco, California, USA, the team is spread across the globe, reflecting our global membership base. Our culture is high performance and dynamic, requiring a tolerance for high bandwidth demands, an attitude of personal responsibility, proactivity, and self awareness, and a highly collaborative approach.

#### **About this Role**

Toniic is recruiting in Singapore for a Tracer Support Associate position to commence 1 July 2021. This role operates at the exciting intersection of technology, finance, and positive social and environmental impact for the world.

The role will provide internal and external support for Toniic Tracer, an innovative impact investing portfolio management and reporting platform. Learn more about Tracer at <https://toniic.com/toniic-tracer/>.

Role responsibilities include, but are not limited to:

- Becoming an in-house expert on Tracer, providing support to platform users
  - Assist with on-boarding new users and resolving questions and problems for existing users via video call or email
  - Give product demos over video
  - Manage the user experience and follow-up with interested Toniic members and third parties
- Database management
  - Manage the database, both technically and substantively, across asset classes, investment products and vehicles
  - Integrate impact management and measurement frameworks
  - Maintain data integrity

- Data Analysis and Visualization
  - Gather insights across the data set
  - Share data insights visually and verbally
- Organize data for academic research consortium

Candidates should be skilled in web application and relational database technology, be familiar with or interested in investing, and motivated by our mission to use investing for positive social and environmental impact. The ideal candidate will demonstrate attention to detail, strong organizational skills, reliable follow through, the ability to communicate clearly and positively, and the ability to connect with people and help them tackle technical obstacles. The Tracer Support Associate needs to be comfortable working with a global virtual team and supporting internal and external stakeholder interactions across multiple global time zones.

### **Qualifications**

Required skills and experience:

- Comfortable working with relational databases
- High attention to detail
- Ability to clearly communicate complex information
- A basic understanding of financial investment instruments
- Excellent verbal and written communications in English
- Demonstrated ability and proven track record learning and using cloud-based applications such as Asana, Google Suite, Zoom, and WordPress in a professional environment

Desired skills and experience:

- Data visualization with programs like Tableau
- A tolerance for high bandwidth demands
- Outstanding organizational and time management skills
- Ability to work virtually with a high degree of autonomy and flexible to work across global time zones
- Understanding of impact metrics and reporting frameworks
- A desire to make the world a better place through the mechanism of impact investing. All Toniic team members are highly motivated by our mission - we are a purpose-driven organization

**General Information**

Location: Singapore

Compensation: S\$80,000 (Singapore Dollars) per year

Benefits: Four weeks of annual office closure in addition to 3 weeks of Paid Time Off annually

Reports to: T100 Project Manager

Timing: Applications accepted until May 27, 2021

**To Apply**

Send resume and cover letter to [apply@toniic.com](mailto:apply@toniic.com) by May 27, 2021 with the subject "Application for Tracer Support Associate"