

Investment Banking Assistant – Big Path Capital

Leveraging one of the largest global networks in impact investing, Big Path Capital assists companies and funds ensure mission preservation across financial transactions. Our support spans acquisitions, mergers, and capital raises. Our convenings provide connection, education, and opportunity for companies, funds, CEOs and investors.

We are a leading impact investment bank with a 15-year track record and a strong history of walking the walk around impact:

- ✓ Certified B Corp since 2008 and named Best for World three times
- ✓ 1% for the Planet member

The Opportunity

The Investment Banking Assistant is a new role at Big Path Capital modeled after a similar role on our Private Equity team. This position provides key support to the Investment Banking team of four including scheduling, CRM updates, activity tracking, and document management. The role has a client facing component as well providing an opportunity to interact with a variety of companies dedicated to making a positive impact. To ensure we get the best talent on our team, we seek applicants from all backgrounds. Big Path Capital is an Equal Opportunity Employer.

Key Contributions:

- Coordinate and schedule phone calls, video conferences, and in-person meetings with Big Path team members, investors, and our clients
- Prepare and distribute meeting agendas and meeting prep packs
- Coordinate logistics for in-person meetings including location, travel recommendations, and meals. Arrange travel for Head of Investment Banking or team as requested
- Keep our CRM (Salesforce) updated with new contact information, details on contacts from research you conduct, and activity completed by the team (calls, meetings, etc)
- Coordinate distribution and execution of non-disclosure agreements and other forms and documents for compliance
- Embrace and model Big Path's Core Values
- Proactively contribute ideas, feedback, and energy to improve our offerings, our ability to service our clients, and our positioning to achieve our mission
- Utilize appropriate tools and platforms to manage and document work, communicate with team members, and improve the function of your team and Big Path as a whole

- Be an active participant in weekly team meetings: identify and add Issues for discussion, ask clarifying questions, listen to understand, offer solutions, and suggest action items

Salary Range: \$60 - \$70,000 per year depending on experience with potential for annual bonus

Key Benefits:

Remote but Connected. No need to relocate to join our team! We live all over the country, but remain connected through great communication, our shared passion that business can be a force for good, daily team huddles, and an annual in-person company-wide gathering.

Meaningful Work. We are "impact investing's investment bank." 100% of our clients are having some type of positive social and/or environmental impact in the world. We get to work with these inspiring and world-changing business leaders every day.

Health, dental, and vision insurance

Paid Time Off

401K with match

Our Ideal Candidate:

- Passionate about using business as a force for good
- At least 1 year of experience working as a remote executive assistant or comparable role.
- Intermediate or higher skills in Salesforce
- Skilled in Microsoft Office tools - Word, Excel and Powerpoint as well as Google docs
- Travel and meeting logistics experience
- Strong organizational skills
- Considers the why behind a task and ways to better achieve the desired outcome
- Demonstrates accuracy, timely follow-through, and attention to detail

To apply, please send a cover letter and resume to careers@bigpathcapital.com. Emails may be addressed to the Investment Banking Team. We look forward to getting to know you.