



**Position:** Analyst  
**Location:** New York, NY

**Company Description:**

[MSquared](#) is a women-owned real estate development and impact investing platform that delivers real solutions by partnering with government, developers and investors to build mixed-use, mixed-income projects that promote inclusive economic growth.

**Job Description:**

MSquared is seeking an Analyst primarily to support the firm's fundraising and strategic partnerships efforts while also assisting with the company's external relations, research/ policy agenda, and special projects, as needed. They should expect to work in a fast-paced environment and have alignment with the firm's mission and investment philosophy.

**Responsibilities:**

- Creating, developing, and maintaining content for marketing, including pitchbooks, due diligence questionnaires, case studies, one-pagers, and data room materials
- Developing and streamlining processes and systems for investor engagement and strategic partnerships, including maintaining and updating CRM system, providing background research as preparation for meetings, documenting meetings, tracking and recording outreach and follow-up
- Coordinating with Investment Team and external service providers on fund operations, client inquiries or requests, and due diligence or information requests for existing and prospective investors
- Conduct policy and market research; track legislative initiatives
- Planning and coordinating annual investor events, investor reporting, and regular marketing calendar
- Assist with firm's public relations and branding, including managing website and social media presence, coordinating press opportunities, and drafting opinion pieces
- Assist with fund operations, including fund closings, coordinating with fund administrator, scheduling sales meetings, etc.
- Prospecting and strategizing for investor and strategic partnership opportunities

**Qualifications:**

The ideal candidate will possess the following:

- Bachelor's degree with 1-3 years of work experience
- Strong computer skills, proficient in the use of Word, Excel, and PowerPoint; experience with drafting social media content and updating websites
- Excellent oral and written communication skills; strong writing skills and ability to create clear and compelling presentation materials
- Analytical mindset and problem-solving skills, with ability to synthesize information, identify gaps and potential improvements, and propose solutions
- Ability to project manage across stakeholders in a timely and effective manner; ability to multi-task and juggle multiple priorities and workstreams
- Process- and detail-oriented, highly organized, and high standards of work
- Demonstrated interest in real estate, housing, "urbanism", impact investing preferred, but not necessary
- Highly motivated, flexible, self-starter who can work independently, be proactive, and identify ways to add value, while also having a willingness to take direction and collaborate with the team

**Compensation/Benefits:**

The base compensation range for this role is \$70,000-\$90,000. This role is also eligible for a discretionary annual bonus, as well as access to our comprehensive medical, dental, and vision insurance, 401(k) plan, flexible spending benefits and all other benefits afforded to full-time MSquared employees.

MSquared is an equal opportunity affirmative action employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability,



protected veteran status or military status, or any other category protected under applicable law. MSquared is committed to taking affirmative steps to promote the employment and advancement of minorities, women, persons with disabilities and protected veterans.

**Application:**

Interested candidates should send a resume and cover letter to [careers@buildmsquared.com](mailto:careers@buildmsquared.com).