



## SUMMER ASSOCIATE, DESIGN FUNDING & MARKET ACCELERATION

### LOCATION: TORONTO, ONTARIO

Convergence is the global network for blended finance. [Blended finance](#) is the use of catalytic public or philanthropic capital to increase private sector investment in places that need it most. We are the source for everything blended finance, including deals, data, reports, trainings, webinars, and much more. At Convergence, we believe that blended finance can disrupt traditional development finance as we know it, by attracting private sector funds to developing countries in volumes never before seen.

Convergence is headquartered in Toronto, but we operate globally and have a presence in Africa, Latin America, Asia, and North America. Over the last five years, we have built a robust network of over 160 public, private, and philanthropic investors as well as sponsors of transactions and funds. To accelerate advances in the field, Convergence also provides grants through its Design Funding program, which funds the design of new blended finance solutions.

We are small but mighty. Join us if you want to be part of an energetic team with a unique role at the intersection of development and finance. We are passionate about and united around the goal of directing money to where it's needed most – into developing countries and towards achieving the United Nations Sustainable Development Goals (SDGs). We have built a culture defined by our diversity, inclusivity, and ability to get things done. In this relatively new and growing organization, you can be sure that you'll have a voice and leave your mark. Finally, we take our team members' growth and well-being seriously, so we offer opportunities for professional development and team building as well as flexible schedules and generous time-off policies.

We are currently seeking a Summer Associate, Design Funding & Market Acceleration to provide end-to-end support to one or more design funding windows that award grants to design and launch blended finance structures that have the potential to crowd-in more private capital to support the SDGs.

### POSITION DESCRIPTION

This role will report to the Manager, Design Funding & Market Acceleration, and will support in executing Convergence's design funding and market acceleration work, and contribute to the overall growth of the organization in the development finance space. This is an opportunity to work at the cutting edge of blended finance, supporting the design and structuring of new financial instruments aligned to the SDGs.

### RESPONSIBILITIES

The Summer Associate will support the Design Funding & Market Acceleration team in the following areas:

- Support the management and evaluation of incoming funding applications as well as communications with grant applicants and usage of technology tools such as Optimy and Salesforce.
- Review blended finance funding applications by performing initial assessments of applications, joining review meetings with management, and conducting desk research on shortlisted applications to support recommendations.
- Help to manage due diligence outreach and interviews with stakeholders to further evaluate and cultivate a shortlisted application pool.
- Prepare draft memos and presentations for Investment Committee meetings.

- Prepare draft documents for Board approval.
- Record key metrics and results of the program for donor reports for government and large foundations.
- Support portfolio management activities for current grantees, such as helping to manage regular status reviews, review of key deliverables relevant to milestone achievement, and input on the overall structuring approach.
- Support the drafting of external communications and content for the program and helping to manage the development of webinar or training content.
- Further develop forecasting exercises to improve projections, grant deployment decision making, and usage of catalytic donor capital for the purposes of mobilizing private capital for the SDGs.
- Support the team in implementing strategic initiatives such as streamlining and improving the application and review process of design funding programs.

This is an illustrative list and activities may vary from program-to-program. In addition to the responsibilities above, the scope will evolve over time to match the needs of a growing organization.

The candidate should be open to flexible working hours to facilitate engagement across time zones.

## DESIRED QUALIFICATIONS

- Full-time postgraduate returning to university in Fall 2023 or recent graduate entering the workforce. Pursuing or having pursued a degree in Business, Economics, Public Policy, International Relations, Science, Math, Engineering or a related field.
- Excellent academic record.
- Demonstrated strengths in analytical capabilities (quantitative and qualitative); and detail-oriented project management skills.
- Self-starter with excellent interpersonal and communication skills; ability to present information in an insightful and structured manner (both verbal and written).
- Able to work collaboratively in a small entrepreneurial team.
- Demonstrated interest in development finance and emerging markets; experience working in emerging markets preferred.
- Foreign language skills are a plus.

Candidates should be eligible to work in Canada. Due to ongoing contractual engagements with government agencies, we will require the candidate to provide confirmation of COVID-19 vaccination status.

## INSTRUCTIONS

Interested and qualified applicants should send a single PDF document containing a Cover Letter and CV to [hr@convergence.finance](mailto:hr@convergence.finance), with Summer Associate, Design Funding & Market Acceleration in the subject line. We are looking to hire quickly and so will be reviewing applications on a rolling basis; applicants are therefore encouraged to apply as soon as possible before May 15, 2023. Please note that due to the high volume of applications, we will only contact applicants selected for an interview.

Convergence is focused on promoting an inclusive environment and is proud to be an equal-opportunity employer. We celebrate the different viewpoints and experiences our diverse group of team members bring to the team. Convergence does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, physical or mental disability, national origin, veteran status, or any other status protected under federal, state, or local law.