



# MANAGER/SENIOR ASSOCIATE, MARKET ACCELERATION & DESIGN FUNDING

LOCATION: TORONTO, CANADA OR MANILA, PHILLIPINES

Convergence is the global network for blended finance. We generate blended finance data, intelligence, and deal flow to increase private sector investment in developing countries. [Blended finance](#) is the use of catalytic public or philanthropic capital to increase private sector investment in places that need it most. Convergence's global [membership](#) includes public, private, and philanthropic investors as well as sponsors of transactions and funds. Members include institutions such as MacArthur Foundation, FinDev Canada, the Nature Conservancy, and Credit Suisse. Convergence offers its members a curated, online platform to connect with each other on blended finance transactions in progress, as well as exclusive access to original market intelligence and knowledge products such as case studies, reports, training, and webinars. To accelerate advances in the field, Convergence provides grants through its [Design Funding](#) program, for the design of blended finance vehicles that could attract private capital at scale to sustainable development. Convergence also [acts](#) as the independent advisor to the UN Joint SDG Fund for catalyzing SDG Financing.

Convergence is headquartered in Toronto with presence in Washington DC, Nairobi and Manila. We are currently seeking a Manager/Senior Associate, Market Acceleration & Design Funding in Toronto or Manila. The job level and title will be dependent on the qualifications and experience of the successful applicant.

## POSITION DESCRIPTION

This role will report to the Head of Market Acceleration & Design Funding and will support in executing Convergence's market acceleration and design funding work and contributing to the overall growth of the organization in the development finance space. The Manager will lead one or more market acceleration/design funding programs end-to-end and support other team activities and programs. This is an opportunity to work at the cutting edge of blended finance and fund the design and structuring of innovative financial instruments aligned to the UN Sustainable Development Goals.

## RESPONSIBILITIES

The responsibilities below reflect a hire at the Manager level and would be adjusted for a Senior Associate hire.

- Manage incoming funding applications and applicant communications
- Lead review funding applications by performing initial assessment of applications, hosting review meetings with senior management and conducting desk research on shortlisted applications
- Provide feedback to applicants on draft application proposals
- Recommend to senior management the proposals to be shortlisted
- Conduct due diligence on shortlisted proposals
- Lead recommendations to Funding Committee and action on committee decisions
- Structure & negotiate terms, conditions, and milestones of funding agreements
- Prepare documents for final Board approval
- Report key metrics and results of the program to funders
- Develop strong relationships with grantees and provide technical guidance & advice
- Lead pipeline development for new applications (e.g., marketing funding window opportunities, identifying organizations to engage with and encouraging applications)
- Lead development of funding award announcements, including press releases and other communication materials
- Lead development of case studies/knowledge briefs to disseminate learnings from the program
- Represent Convergence at industry events and conferences
- Support management team in fundraising and discussions with prospective donors (e.g., development agencies, foundations)

This is an illustrative list and programmatic 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 and innovative organization.

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

## DESIRED QUALIFICATIONS & EXPERIENCE

We are looking for candidates with 6+ years of experience (4+ for the Senior Associate) in some combination of finance, investment/corporate banking, impact investing, deal experience, or grant making. The ideal candidate will have:

- Bachelor's degree in business, economics, international development, or a related field.
- Previous experience, preferably transactional experience, in finance, investment/corporate banking, impact investing, or grant making, that demonstrates understanding of advanced finance concepts and deal management skills.
- Demonstrated strengths in analytical capabilities (quantitative and qualitative); and detail-oriented project management
- Self-starter with excellent interpersonal skills & communication skills; ability to present information in an insightful and structured manner (especially written)
- Able to work in a small entrepreneurial team environment as a collaborative partner
- Demonstrated interest in development finance and emerging markets; experience working in emerging markets preferred
- Client & relationship management experience with senior leaders preferred
- Fluency in French is a plus

Candidates should be eligible to work in Canada or Philippines, as applicable.

## APPLICATION

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 Manager/Senior Associate, Market Acceleration & Design Funding in the subject line. We are looking to hire quickly and will be reviewing applications on a rolling basis; the application deadline is April 25th. Please note that due to the high volume of applications, we will only contact applicants selected for an interview.