



ASIA-PACIFIC REGION ASSOCIATE

LOCATION: SINGAPORE

EXPECTED START DATE: JUNE 21, 2021

APPLICATION DEADLINE: 5PM SGT ON MAY 14, 2021

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. As a global leader, we have built a robust network of over 200 public, private, and philanthropic investors as well as sponsors of transactions and funds. 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 also provides grants through its [Design Funding](#) program, for the design of vehicles that could attract private capital at scale to global development.

After 5 years of operation and building a strong presence in Africa, Asia-Pacific, and North America, Convergence seeks to further expand its Asia presence and is looking for an Associate to support the team in creating greater awareness about blended finance as a viable financial structuring approach to mobilize private investment at scale towards SDG-related projects in the Asia-Pacific region. This person will work to cultivate strong relationships and partnerships with members, partners, and other key stakeholders. We are looking for someone with strong experience in client service, business development, and/or relationship/account management.

Convergence is headquartered in Toronto, Canada, and has further staff based in Nairobi, Washington and Manila. The Asia-Pacific Region Associate is expected to be based in Singapore, will work closely with all our staff globally and report into the Managing Director, Asia-Pacific based in Manila.

POSITION DESCRIPTION

The Associate will be instrumental in executing on Convergence's Asia-Pacific Region Strategy. He/she will help drive growth by identifying, reviewing, and managing the region's pipeline of blended finance projects, companies, and funds seeking to raise capital, as well as partnerships and strategic initiatives. You will contribute to the region's business development efforts by understanding market dynamics, evaluating new opportunities, conducting outreach, and nurturing customer relationships.

In close collaboration with the Asia-Pacific Managing Director, the Associate will help build out the firm's offerings across the continent, including working with key stakeholders in the private, public and philanthropic sectors to support the origination and execution of blended finance transactions.

RESPONSIBILITIES

The following comprises the core responsibilities of the Associate, Asia-Pacific Region; however, the scope will evolve over time to match the region's dynamic requirements.

- Develop tailored content for engagement with external audiences, including supporting the delivery of training, capacity building, and knowledge sharing sessions.
- Lead technical discussions on blended finance on select occasions.
- Identify blended finance transactions in target markets that should feature in the organization's online platform and work with the Asia-Pacific Region Representative on strategy for outreach, conversion, and onboarding.
- Identify opportunities, lead discussions with partners, and grow partner relationships.
- Analyze data to help drive growth and to develop new and existing business opportunities.
- Interface directly with Convergence members focused on the Asia-Pacific region, providing a single point of contact.

- Onboard investors and deal sponsors, including follow-on support (operational and administrative) to ensure maximum use of the platform.
- Assist the compliance team to ensure the timely set-up and approval of members and transactions.
- Support and track member communication, including researching trends, analyzing data, and identifying opportunities for engagement.
- Support member pipeline development through preparation of marketing and briefing materials, working closely with the broader Convergence team.
- Communicate client needs to internal stakeholders.
- Maintain open, thorough, and regular communication with cross-functional teams.

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in business, economics, finance, or a related field with an excellent academic record from a reputable institution.
- Minimum of 3 years' work experience in financial services or consulting, demonstrating ability to deliver results through both independent and collaborative work.
- Must be a Singapore National or Permanent Resident.
- An excellent command of English grammar.
- Prior participation in corporate finance and buy-side work including valuation, comparable identification, analysis and interpretation. Previous exposure to client engagement, deal negotiations, and mandate-signing activities are a plus, as is some experience in financial modeling.
- Experience in and an understanding of user growth strategies and partnership models and working with product and cross functional teams.
- Keen analytical skills, including the ability to analyze data, draw conclusions, and develop recommendations.
- Creative and strategic thinker who enjoys brainstorming new opportunities with co-workers and partners.
- Strong project management skills and a track record of on-time delivery.
- Comfortable in an entrepreneurial environment that is fast-paced and fluid; able to embrace ambiguity and is a self-starter.
- Good interpersonal skills, including communication, networking, prospect identification, and relationship-building.
- Interest in and knowledge of private sector participation/development issues in emerging and frontier markets.
- Knowledge of Microsoft Excel, Bloomberg and/or DataStream, and CRM software e.g., Salesforce.

APPLICATION

Interested and qualified applicants should send a single pdf document containing a cover letter and a one-page cv to hr@convergence.finance, with "Application to Associate, Asia-Pacific Region Position" in the subject line. The Associate is expected to commence on June 21, 2021. The application deadline is 5:00 p.m. SGT on May 14, 2021. We expect to make final decisions regarding the position no later than June 4, 2021. Your application should include a one-page cv and a cover letter that discusses your interest in development, blended finance, and Convergence and identifies the main challenges faced by Asia-Pacific countries in their quest to finance SDG related projects. Please note that due to the high volume of applications, we will only contact those selected for interviews.

Female candidates are strongly encouraged to apply.