



## SENIOR ASSOCIATE / MANAGER, DESIGN FUNDING

LOCATION: TORONTO

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. 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.

Convergence is headquartered in Toronto and is currently seeking a Senior Associate or Manager for the Design Funding program.

### POSITION DESCRIPTION

This role will report to the Head of Product Development and will be responsible for managing the Design Funding program. The Senior Associate or Manager will work collaboratively with staff across Convergence, and in particular, with the Head of Product Development, both Managing Directors, and the CEO. This role will be instrumental to executing Convergence's Design Funding program. The Senior Associate or Manager will be the go-to person and lead for all Design Funding activities, including sourcing, reviewing, and conducting due diligence on proposals, developing and managing relationships with prospective and existing applicants, leading quarterly Funding Committee meetings, and preparation of funding recommendations for Board approval. The Senior Associate or Manager will also lead engagement with existing portfolio and develop case studies on vehicles developed through the Design Funding program. In addition, the Senior Associate or Manager will play an important role in fundraising efforts for the Design Funding program, engaging with prospective donors alongside the management team, and leading proposal development to donors.

### RESPONSIBILITIES

The Senior Associate or Manager will be responsible for two main areas of work: 1) program management, and 2) stakeholder engagement and content creation. However, the scope may evolve over time to match the growing needs of the business.

#### Program management:

- Lead pipeline development for new proposals (e.g., marketing funding window opportunities, identifying organizations to engage with and encouraging applications)
- Engage with prospective applicants to determine alignment with program objectives
- Review and provide feedback on draft proposals
- Review and provide recommendations to management on proposals to be shortlisted for further due diligence
- Conduct due diligence on shortlisted proposals
- Prepare memos and presentations for quarterly Funding Committee meetings
- Take a lead role in presenting recommended proposals to Funding Committee
- Prepare documents for final Board approval
- Support in structuring and negotiating terms, conditions, and milestones of funding agreements
- Report key metrics and results of the program to funders
- Develop strong relationships and frequently check-in with current portfolio, monitoring progress against milestones, and providing guidance and advice to ensure their success

#### Stakeholder engagement and content creation:

- Support management team in engaging with prospective donors (e.g., development agencies, foundations)

## CONVERGENCE

- Support (and in some cases, lead) development of concept notes and proposals to donors
- Represent Convergence at industry events and conferences
- Lead development of funding award announcement, including press releases and blog posts
- Lead development of case studies on vehicles developed through the program

The Senior Associate/Manager will be based in Toronto, but will engage extensively with organizations in Africa, Asia, and Europe. Therefore, the Senior Associate/Manager will often have early morning or late evening/night telephone meetings. These working hours will be accommodated through flexible working arrangements by Convergence.

## DESIRED QUALIFICATIONS

We are looking for candidates with 4+ years of experience in investment/corporate banking, impact investing, or grant making. The ideal candidate will have:

- Bachelor's degree in business, economics, international development, or a related field; excellent academic record
- Previous experience in investment/corporate banking, impact investing, or grant making, that demonstrates understanding of advanced finance concepts and track record of conducting due diligence
- Demonstrated strengths in analytics (quantitative and qualitative); communications (the ability to present information in an insightful and structured manner, especially written); and detail-oriented project management
- Self-starter with excellent interpersonal skills
- Able to work in a small entrepreneurial team environment as a collaborative partner
- Demonstrated interest in development finance and developing countries
- CFA Candidate or charter holder is an asset
- Foreign language skills are a plus

Candidates should be eligible to work in Canada.

## APPLICATION 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 Senior Associate / Manager, Design Funding 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 April 1, 2019. Please note that due to the high volume of applications, we will only contact applicants selected for an interview.