



SENIOR ASSOCIATE / ASSOCIATE, MARKET ACCELERATION & DESIGN FUNDING

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 Nairobi, Manila, and Washington, DC. Over the last five years, we have built a robust network of over 200 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. 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 Senior Associate/Associate, Market Acceleration & Design Funding to provide end-to-end support to one or more market acceleration/design funding programs. 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 Manager, 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. 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 Senior Associate and would be adjusted for an Associate hire.

- Manage incoming funding applications and applicant communications
- Review funding applications by performing initial assessments 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 management the proposals to be shortlisted
- Conduct due diligence on shortlisted proposals
- Prepare memos and presentations for Funding Committee meetings
- Follow through on Funding Committee decisions
- Support in structuring & negotiating terms, conditions, and milestones of funding agreements
- Prepare documents for final Board approval
- Record key metrics and results of the program for funder reports
- Provide technical guidance & advice to grantees
- Assist with pipeline development for new applications (e.g., marketing funding window opportunities, identifying organizations to engage with, and encouraging applications)
- Author award announcements, including press releases and other communication materials

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.

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

DESIRED QUALIFICATIONS

We are looking for candidates with 4+ years of experience (2+ for Associate) in some combination of finance, grant-making, project management, and content generation. 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 an 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
- 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.

APPLICATION INSTRUCTIONS

Interested and qualified applicants should send a single PDF document containing a cover letter and CV to hr@convergence.finance, with Senior Associate/Associate, Market Acceleration & 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 January 14, 2022. Please note that due to the high volume of applications, we will only contact applicants selected for an interview.