



## 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, La Paz, 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 an Associate, Market Acceleration & Design Funding to provide end-to-end support to one or more market acceleration/design funding programs.

### 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

Design Funding Windows:

- Support management of the design windows' inbound funding applications and communications from applicants
- Administer review of funding applications by performing initial assessments, hosting review meetings with senior management, and conducting desk research on shortlisted applications
- Develop and administer feedback loops with applicants on draft application proposals
- Collaborate with colleagues to develop recommendations to management regarding shortlisted proposals and criteria for continued evaluation
- Coordinate key aspects to successfully conduct thorough due diligence processes to further evaluate shortlisted proposals
- Prepare memos and presentations for Investment Committee meetings based on application content, rationale for shortlisting, and findings during due diligences
- Document and closely track application review meetings including solid follow through on Investment Committee recommendations and decisions as well as relevant communication with the donor partner.
- Support the Portfolio Management and Finance teams in structuring and negotiating grant terms, conditions, and results-oriented milestones in funding agreements and relevant documentation
- Prepare documents for final Board approval and communication with donor partners as well as senior leadership
- Record key metrics and results of the program for the donor partner reports and related contractual deliverables
- Collaborate closely with portfolio management functions to 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)

#### Communications:

- Create draft award announcements, including press releases, as well as other messaging materials for internal and external communications (e.g. pitch decks)
- Closely coordinate with the Communications team to source and outline comms opportunities and develop specific pieces (e.g. blog posts) to profile the Market Acceleration and Design Funding team's field-building activities within the Blended Finance ecosystem.

#### Donor Engagement:

- Coordinate with the Window Leads to organize and prepare related documentation in advance of regular meetings with donor partners as well as track status and support development of contractual deliverables.

#### Internal Operations:

- Participate in the blueprinting and documenting of operational workflows as well as Standard Operating Procedures (SOPs) and impact assessments
- Collaborate with the program's senior leadership and Window Leads to coordinate logistical organization, offer planning execution, and provide support with managerial activities related to field-building and business development as well as relevant event oversight in partnership with the Engagement team

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 2+ years of experience 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.
- Demonstration of strong organizational skills and ability to support the full project management lifecycle
- 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); critical thinking; problem solving; 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); as well as excellent time management and attention to detail.
- Able to work in a small entrepreneurial team environment as a collaborative partner
- Demonstrated interest in development finance, international development, and emerging market investing; experience working in emerging markets and/or developing markets preferred
- Client & relationship management experience with senior leaders preferred
- Climate finance and/or gender lens investing experience is a plus
- 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](mailto:hr@convergence.finance), with 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 October 10, 2022. Please note that due to the high volume of applications, we will only contact applicants selected for an interview.