



SENIOR ASSOCIATE / MANAGER, MEMBER ENGAGEMENT

LOCATION: TORONTO, ONTARIO

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, data briefs, webinars, and more. 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 sustainable development.

After 5 years of operation and building a strong presence in Africa, Asia-Pacific, and North America, Convergence seeks to further expand its global membership and is looking for Senior Associate / Manager of Member Engagement to help lead our engagement activity. 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 and is currently seeking a Senior Associate / Manager, Member Engagement. You will help lead our member engagement team and will report to the Associate Director of Client Services, working closely with our staff based in Nairobi, Manila, and Washington, DC.

POSITION DESCRIPTION

Convergence is seeking a Senior Associate / Manager who will report to and work closely with the Associate Director of Client Services to build a network of public, private, and philanthropic members. This person will play a key role identifying, executing, and managing partnerships and strategic initiatives. This person will further contribute to Convergence's business development efforts by understanding market dynamics, evaluating new opportunities, conducting outreach, and nurturing client relationships. In addition, the Senior Associate / Manager will liaise closely with staff from Convergence's global offices in Manila and Nairobi, soliciting and incorporating feedback across the organization, to improve Convergence's membership offerings and deal platform and help activate the Convergence network.

RESPONSIBILITIES

The following comprises the core responsibilities of the Senior Associate / Manager, Member Engagement while the scope and role will evolve over time to match the needs of the organization:

Engagement:

- Identify and cultivate relationships with prospective members and partners across the private, public, and philanthropic sectors that may be active in or have an interest in learning about blended finance, including identifying transactions that may be aligned to and eligible for the Convergence platform.
- Manage incoming requests for information and applications for Convergence membership; which may include direct engagement with prospective members, identifying opportunities for collaboration, leading exploratory discussions, converting leads to membership, and on-boarding.
- Serve as relationship manager and main point of contact for assigned Convergence members to ensure they take full advantage of Convergence offerings, including the listing of transactions on Convergence's deal platform.
- Analyze data, develop reporting tools, and track key metrics to help drive growth and develop new and existing business opportunities.
- Become an expert on Convergence's platform to support internal and external stakeholders with technical inquiries and lead initiatives to enhance client engagement.

CONVERGENCE

- Assist with the development and management of various Working Groups which Convergence convenes in cooperation with its development agency members. Topics include blended finance for agriculture, blended finance for biodiversity, and mobilizing private finance at scale through blended finance.
- Draft and Publish blogs and other thought leadership pieces to advance the field of blended finance and share lessons and from Convergence members.
- Represent Convergence at conferences, trainings, webinars, and other industry events

DESIRED QUALIFICATIONS

- Minimum of a bachelor's degree in business, economics, finance, international development, or a related field with an excellent academic record.
- 3-5 years of work experience in financial services, international development or consulting, with a demonstrated ability to deliver results through independent and collaborative work.
- Previous experience in account management, client services, customer success, or business development are highly valuable
- Comfort 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.
- Strong project management skills and a track record of on-time delivery.
- Sharp analytical skills, including the ability to analyze data, draw conclusions, and develop recommendations.
- Interest in and knowledge of private sector participation/development issues in developing countries.

Candidates should be eligible to work in Canada.

APPLICATION INSTRUCTIONS

Interested and qualified applicants should send a single PDF document containing a one-page cover letter and one-page CV to hr@convergence.finance, with Senior Associate / Manager, Member Engagement in the subject line. We are looking to hire quickly and so will be reviewing applications on a rolling basis with an aim to hire by April 16, 2021. Please note that due to the high volume of applications, we will only contact applicants selected for an interview.