



ASSOCIATE, MARKET ACCELERATION & DESIGN FUNDING

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. [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. Members include institutions such as MacArthur Foundation, FinDev Canada, the Nature Conservancy, and Credit Suisse. 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 blended finance vehicles that could attract private capital at scale to sustainable development.

Convergence is headquartered in Toronto and is currently seeking an Associate, Market Acceleration & Design Funding.

POSITION DESCRIPTION

The Associate will be based in Toronto and will report to the Manager, Market Acceleration & Design Funding. The Associate will support in executing Convergence's market acceleration and design funding work and contributing to the overall growth of an innovative start-up in the development finance space. The Associate will support all market acceleration & design funding activities, including screening applications, conducting desk research on shortlisted applications, facilitating Funding Committee meetings, completing due diligence on selected applicants, and monitoring grantee design activities. The Associate will assist in reporting to funders and fundraising efforts for the Design Funding program.

RESPONSIBILITIES

Together with the Market Acceleration & Design Funding Manager, the Associate will:

Market Acceleration & Design Funding:

- Manage incoming funding applications and manage applicant communications
- Review funding applications by performing initial assessment of applications, hosting review meetings with management and conducting desk research on shortlisted applications
- Provide feedback to applicants on draft application proposals
- Recommend to management the proposals to be shortlisted for further due diligence
- Conduct due diligence on shortlisted proposals
- Prepare memos and presentations for Funding Committee meetings
- Present recommended proposals to Funding Committee and action on committee decisions
- Support in structuring and negotiating terms, conditions, and milestones of funding agreements
- Prepare documents for final Board approval
- Report key metrics and results of the program to funders
- Develop strong relationships with grantees by scheduling frequent check-ins, monitoring progress against milestones, and providing guidance and advice to ensure their success
- Assist with pipeline development for new proposals (e.g., marketing funding window opportunities, identifying organizations to engage with and encouraging applications)
- Author funding award announcements, including press releases and other communication materials
- Lead development of case studies on vehicles developed through the program

Engagement / Fundraising:

- Support management team in fundraising and discussions with prospective donors (e.g., development agencies, foundations)
- Support development of fundraising proposals to potential funders.

In addition to the responsibilities above, the scope will evolve over time to match the needs of a growing start-up.

Given the focus on emerging markets, the candidate should be open to flexible working hours to facilitate engagement across time zones. Occasional travel may be required.

DESIRED QUALIFICATIONS & EXPERIENCE

We are looking for candidates with 2+ years of experience in some combination of finance, investment/corporate banking, impact investing, deal experience, 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, preferably deal experience, in finance, 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 analytical capabilities (quantitative and qualitative); communications that 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
- Foreign language skills are a plus

Candidates should be eligible to work in Canada.

APPLICATION

Interested and qualified applicants should send a single PDF document containing a cover letter and CV to hr@convergence.finance, with Associate, Market Acceleration & Design Funding in the subject line. We will be reviewing applications on a rolling basis; applicants are therefore encouraged to apply as soon as possible. Please note that due to the high volume of applications, we will only contact applicants selected for an interview.