



ASSOCIATE, TRAINING & ENGAGEMENT

LOCATION: LONDON, WASHINGTON, OR TORONTO

Convergence is the global network for blended finance. 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 150 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.

POSITION DESCRIPTION

Convergence is seeking a Training and Engagement Associate who will report to the Associate Director, Training & Engagement and support the broader team to deliver high quality and timely services to members. The Associate will play a key role in supporting Convergence's training offering, which focuses on building the capacity of public, private and philanthropic donors and investors to execute blended finance transactions. In addition, the Associate will play a key role in all aspects of Convergence's member engagement including developing and managing relationships, planning and executing on trainings, soliciting feedback to continuously improve Convergence's membership offerings in addition to representing Convergence at meetings and industry events.

RESPONSIBILITIES

The following comprises the core responsibilities of the Training & Engagement Associate. The scope will evolve over time to match the needs of the organization and will be based on the candidate's level of experience and qualifications:

Training:

- Support and over time manage the execution of virtual and in-person training programs, in close collaboration with the training lead; this includes program structuring, content development & delivery, partner collaboration, and administration.
- Support the business development process for training opportunities through the creation of proposals and other documentation.
- Update and enhance the standard training program and content that Convergence offers to a broad range of stakeholders.
- Support the roll-out of Convergence's first e-learning course, and promote e-learning course among Convergence members and non-members.
- Assist in refining Convergence's strategy, approach, and business model for delivering training.
- Draft and publish blogs summarizing learnings from conferences, trainings and webinars.

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.
- Manage back-end of Convergence's online platform, including approving new users, reviewing new deals, and trouble shooting technical issues in collaboration with our software developer
- Serve as a 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 and track key metrics to help drive growth and develop new and existing business opportunities.
- Become an expert on Convergence's platform to be able to support internal and external stakeholders with technical inquiries and lead initiatives to improve members' experience.
- Represent Convergence at conferences, webinars, and other industry events

DESIRED QUALIFICATIONS

- Bachelor's degree in business, economics, finance, international development, or a related field with an excellent academic record.
- 2-4 years of work experience in financial services, international development or consulting, with a demonstrated ability to deliver results through independent and collaborative work.
- Experience in account or relationship management, client services, customer success, or business development are highly valuable.
- Comfort in an a fast-paced environment; able to embrace ambiguity and is a self-starter.
- Interpersonal skills, including communication, networking, prospect identification, and relationship-building.
- Project management skills and a track record of on-time delivery.
- Ability to adapt to and make effective use of available software and support tools (Salesforce, MS Teams, Google Drive, etc.)
- 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, and interest in developing a specialty in a sub-segment of the blended finance market (either sector, type of investor, or region).

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 Associate, Training & Engagement 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 9, 2023 with an aim to hire by February 15, 2023. Please note that due to the high volume of applications, we will only contact applicants selected for an interview.