



## ADMINISTRATION ASSOCIATE

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. 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 vehicles that could attract private capital at scale.

### POSITION DESCRIPTION

This role is integral in maintaining a professional, cutting edge organization. Reporting to the Director of Finance and Administration, the Administration Associate maintains the systems and processes necessary for effective and efficient human resources, governance and administration. The Administration Associate also works closely with Convergence's Board, the CEO and program teams to help ensure the organization meets all regulatory, compliance and grant reporting requirements related to membership and Design Funding.

### RESPONSIBILITIES

The Administration Associate's core responsibility is to support the CEO and Director of Finance and Administration in the maintenance and implementation of the policies and processes required to meet the operational goals of the organization. This includes but is not limited to the following:

#### Human Resources

- In conjunction with the CEO, develops and monitors HR strategies, systems, policies and procedures.
- Acts as liaison between the organization and external legal and professional resources to ensure that all employee policies follow current laws and regulations in all jurisdictions in which the organization operates.
- Manages the recruiting process in accordance with internal policies, partnering with hiring managers to determine staffing needs.
- Bridge management and employee relations by addressing demands, grievances and/or other issues.
- Orients new hires to the organization and its culture.
- Coordinates the performance review cycle and internal check-in schedules between employees and their managers.

#### Administrative Support to CEO & Communications

- Act as the point of contact between the CEO and the Board of Directors, the management team, employees, and external partners as needed.
- Ensure the CEO receives relevant information in a timely and accurate manner.
- Manage the CEO's calendar and schedule meetings.
- Make travel arrangements for the CEO.
- Prepare travel expense reports in accordance with grant requirements and internal policies.
- Support the Communications Lead on external events, interview requests for the CEO, and other relevant Communications activities.
- Format information for internal and external communication: memos, emails, presentations, reports.
- Support the preparation of donor-specific reports and administration related to grants and contracts to ensure compliance with donor requirements.

#### Governance

- Manage AGM, Board and board committee planning and scheduling.
- Maintain corporate records and filings, including drafting, preparation, and circulation of agendas and minutes, ensuring adherence to the Canada Not-for-profit Corporations Act and the organizational By-laws.

#### Administration

- Supports purchasing, including vendor quotes, coordination of requests for office supplies and other product requirements.
- Coordinates office and service providers as needed, including administrative support associated with consultant and technical services agreements.
- Assists in coordinating IT.

#### Compliance

- Supports the Chief Compliance Officer in fulfilling the requirements of applicable securities' regulations.

## DESIRED QUALIFICATIONS

We are looking for candidates with the right blend of HR and administrative experience. Qualifications will include:

- a Bachelor's degree or college diploma in business administration or human resources;
- a minimum of three years' relevant work experience, including Human Resources and providing administrative support to executives;
- a demonstrated ability to assume responsibility for results and to take creative approaches to problem-solving;
- excellent interpersonal skills and the ability to work collaboratively in a fast-paced environment;
- familiarity with HR software such as Collage;
- strong computer skills, including Excel, Powerpoint and other Microsoft Office

Candidates must be eligible to work in Canada.

## 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 Administration Associate 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 July 5, 2019. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.