



INVESTMENT ANALYST (Funds Strategy and Fundraising) – London, Nairobi, Washington DC

ABOUT GIF

The Global Innovation Fund (www.globalinnovation.fund) (GIF) is a non-profit, social impact-first investment vehicle that finds, funds, and scales-up cost-effective, evidence-based innovations that have the potential to measurably improve the lives of millions of people living on \$5 a day or less. GIF was founded to invest in innovations in the public or private sector that will inspire fresh thinking and create better solutions in developing countries.

GIF is focused on doing more with less to turn ideas into impact. To achieve the Sustainable Development Goals, the development community needs to draw on the resources of the private sector. GIF's commitment to being part of the bridge between entrepreneurs and development finance challenges us to be creative and to seek the partnerships that drive creativity, dynamism, and collaboration. GIF's unique hybrid model, as both a UK registered charity/US 501(c)3 and an investor, reflects our dual mission: to invest in innovations that improve the lives of the poor, and to demonstrate how bringing evidence and the power of the private sector to bear can create new solutions to persistent development problems.

GIF offers grants, loans and equity-type investments ranging from \$230,000 USD to \$15 million USD to support a range of innovations with strong potential for social impact at a large scale. We support innovators at different phases of development, ranging from early start-up and pilot-testing to rigorous experiments and larger scale implementation. The innovations GIF supports can be located in any developing country and may focus on any sector relevant to international development.

One area where we see enormous potential for impact is in investments that have the potential to enhance the agency of women and girls living under \$5 (and preferably, under \$2) a day in developing countries. GIF applies a gender-lens to all of its investments but we also seek to invest in innovations that target gender equality outcomes and, in particular, enhancement in the agency of women and girls.

POSITION SUMMARY

GIF is seeking an Analyst (Funds Strategy and Fundraising) to join its dynamic private sector investment team, which finds and funds innovations that have the potential to measurably improve the lives of the world's poorest people. The Analyst will primarily 1) support project managing, planning, fundraising and operationalizing new strategic funds initiatives; 2) support the preparation of fundraising materials and investor due diligence; and, 3) Internal and external stakeholder management with portfolio, legal, communications and finance teams for delivery of new GIF fund initiatives. The Analyst will report to the Managing Director. This position will be for a fixed term of 12 months with the possibility of turning into a permanent position.

The Analyst's initial responsibilities will include:

- **Project management and Operations**

- Helping organize GIF strategic funds working group meetings, recording minutes, action items
- Owning the project workplan to ensure teams are coordinated and timelines being adhered to
- Maintaining the filing and versioning of fund strategy box folder and files including the diligence data rooms and the CRM systems
- **Supporting fundraising**
 - Helping prepare marketing materials for prospective investors
 - Coordinating internally with GIF teams to respond to data queries
 - Ensuring meeting follow-ups and minutes for all investor meetings
 - Coordinating with investment team, legal team and external consultants on investor DD
- **Investment and portfolio analysis**
 - Coordinating with the deal teams and finance to support portfolio analysis and evaluation
 - Run portfolio and pipeline analysis and service data requests as needed
- **Stakeholder management**
 - Help prepare internal memos and reports, as well as board update materials for GIF strategic funds

Subsequently, and upon becoming permanent the responsibilities for the analyst will expand to include:

- **Operational support and stakeholder management**
 - Maintaining the pipeline and portfolio data and reporting in salesforce or similar platform
 - Helping prepare periodic investor updates and reports, monitoring adherence to investor terms and covenants
 - Closely work with the GIF finance team to ensure smooth financial management of GIF funds, monthly reconciliation of revenues and costs and adherence to the financial plan
 - Help prepare materials for GIF funds track record and support ongoing fundraising efforts
 - Help conduct annual portfolio valuation and impact analysis

REQUIRED SKILLS, EXPERIENCE, AND ATTRIBUTES

- A minimum of 2 years of experience in investment banking, private investment, development finance, strategic consulting or a related field, where the candidate has gained solid knowledge of the private investment process and the skills necessary to support investments and portfolio management.
- Top tier analytic, strategic thinking and project management skills, including financial modeling, writing and presentations.
- Professional experience working in the developing world (South Asia, Sub-Saharan Africa, or Latin America) is a very strong plus;
- Demonstrated commitment to or interest in international development and social innovation.
- Commitment to evidence-based decision-making and social impact evaluation.
- Advanced degree in finance, business administration or similarly relevant field preferred; additional relevant professional experience may substitute for an advanced degree.

- Comfort with ambiguity and proven experience thriving in uncharted waters.
- High energy and an entrepreneurial mindset; self-motivated and excited by high-growth environments.
- Passion, humility, integrity, team player, proven self-direction and a spirited sense of humour.

ADDITIONAL INFORMATION

The role is offered initially on a fixed term contract basis of 12 months with the possibility to extend. This role can be based at any of our offices: London, Washington DC, Nairobi. Any job offer made will be subject to the successful candidate having the authorization to work in the chosen location prior to commencing work at GIF.

The target start day is ASAP.

HOW TO APPLY

The applicants are urged to follow the instructions available on <https://app.beapplied.com/apply/q6y7hypv54>. The evaluation of applicants will be conducted on the basis of the information submitted in the application and in accordance to the evaluation criteria of the job opening. The application process will close at 11.00 pm, 19th November 2021 BST.

Global Innovation Fund is committed to promoting equal opportunities in employment. We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. If you are unsuccessful in your job application with us, we will retain your data for a period of 6 months from the end of the recruitment process. After this time, your personal data will be permanently deleted from our systems