

Wanted: Associate Market & Capacity Building Programs (m/f/d)

Are you proactive, independent and passionate for impact?

We are growing and ambitious for the future. Do you want to support us on our thrilling journey towards more effective impact finance? Are you eager to work in an agile and dynamic impact enterprise? Do you have what it takes to support us in our great impact ecosystem building programs, where market & capacity building is key? If so, we are looking for you to join our multicultural team!

Roots of Impact - Effective. Impact. Finance.

Roots of Impact is a specialized advisory firm dedicated to making finance work for positive impact on people and planet. We collaborate closely with public funders and impact investors across the globe to scale high-performing enterprises and innovations with strong potential for impact. As pioneers of Impact-Linked Finance, we are passionate about the most effective use of public funds and catalytic capital. While we are primarily working with investors and funders, we deeply understand and care for the needs of impact entrepreneurs.

Your opportunity

We are looking for a resourceful, independent, proactive candidate with a passion for impact entrepreneurship and impact measurement and management (IMM) to join our Market & Capacity Building Programs team. The ideal candidate will have experience working in or with early- and growth-stage impact enterprises, have some knowledge of IMM or monitoring and evaluation, and demonstrate familiarity with developing contexts. Of course, no one candidate will embody all of these qualities; however, the successful candidate will have some experience in one or more of these areas and demonstrate a willingness to learn about and an eagerness to develop expertise in all topics. This position works most closely with the Roots of Impact team but will also have some exposure to accelerators and impact enterprises, especially through the capacity building work stream. Our future [Associate Market & Capacity Building Programs](#) will take on the following responsibilities:

General administration and coordination:

- Coordinate administrative matters with project partners, accelerators, and impact enterprises
- Support reporting by using standard templates to solicit and collate input from team members
- Support financial management with oversight from the Senior Associate and Lead
- Prepare materials for calls for applications
- Build and maintain more comprehensive systems to have comprehensive oversight of participants in all program components at the various stages of implementation with support and oversight from Senior Associates and Leads
- Build and maintain team calendar, schedule all calls with externals during high-volume call periods
- Maintain and update website
- Set up online workspaces (e.g. Google Drive, Google Forms, Google Documents, Dropbox)



Capacity Building (Impact Measurement and Management):

- Provide support in designing the implementation processes
- Prepare relevant documents for decision making and reporting purposes
- Prepare training materials including PowerPoint slides, group assignments
- Prepare online examinations and conduct eligibility assessment
- Provide project coordination support to the digitalization of IMM curriculum and other case studies
- Undertake background research for latest IMM practices and industry development
- Impact-Linked Finance
- Support selection and structuring process in collaboration with Lead and Senior Associates
- Conduct background research as needed on topics related to impact entrepreneurship
- Impact Management
- Support Senior Associate in building out and maintaining impact management system for Roots of Impact

Could this be you?

What you should bring:

- At least 2 years of relevant professional working experience
- A passion for impact entrepreneurship and a desire to learn and grow within our team
- Experience working in or with early- and growth-stage enterprises, incubators, and/or accelerators
- Experience, academic or practical, with impact measurement or management and/or monitoring and evaluation in a development and/or private sector context
- A relevant degree or equivalent life experience
- Attention to detail and a high level of organization proactivity and resourcefulness. Sound problem solving and decision-making skills
- Excellent written and verbal communication skills in English. Additional languages are always a plus.
- Familiar with online work platforms such as Google Drive, Dropbox, and Zoom
- Curiosity, drive and collaborative mindset to work in different cultural contexts

How to apply

If you want to disrupt traditional finance and create effective solutions for scaling positive impact, we look forward to receiving your **CV** and **cover letter** at talent@roots-of-impact.org. Please indicate in the subject line “Application: Associate”.

Please ensure that you include in your cover letter the following pieces of information:

- earliest possible starting date
- salary expectations
- proposed place of residence.

More about Roots of Impact: <https://www.roots-of-impact.org>

Note

Roots of Impact is an equal opportunity employer. We deeply believe in equality and diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and disability. We welcome applications from individuals of all backgrounds and abilities and are committed to providing an accessible candidate experience. If you need any accommodations or adjustments throughout the interview process and beyond, please indicate this in your application.

