

# Hiring Notice

## Program Manager

Full-time

Nairobi, Kenya – May 2022

### Organization

[AlphaMundi Foundation](#) (AMF) is a 501(c)(3) non-profit organization headquartered in Washington, DC, with a broad mission to catalyse and scale investment in social enterprises that seek to improve the lives of the poor. The Foundation was started in 2016 by [AlphaMundi Group](#) (AMG), an impact investing firm established in 2007 and headquartered in Switzerland, with additional offices in Nairobi, Bogota, and Washington, DC. AMG is dedicated to impact investing, i.e., profitable investments that generate measurable and substantial benefits to society and the environment through its impact debt fund SocialAlpha-Bastion and mezzanine fund AlphaJiri. Since 2009, AMG has invested more than USD 100M in 54 social businesses across 15 countries in Latin America and East Africa. The AMG Nairobi office opened in 2015 and consists of a team of 7 full-time employees, including 3 senior officers for fund/grants management, administration and investing, and 3 investment officers.

AlphaMundi Foundation (AMF) is revamping its corporate strategy to focus on developing and delivering catalytic blended finance solutions to small and medium enterprises (SMEs) in Africa and Latin America to strengthen their investment readiness. AMF will target SMEs that adopt climate smart strategies in their operations, while promoting gender equality and inclusion internally and in their external engagements with customers and suppliers. AMF believes that by de-risking SMEs and helping them strengthen their commercial viability, more SMEs will be able to raise private investment with which they will be able to grow and scale their operations. This will subsequently create additional benefits to local communities through sustainable job creation, income generation, enhanced products and services for women, and positive environmental externalities. The Foundation ultimately aims to contribute towards the attainment of the Sustainable Development Goals (SDGs), especially, affordable and clean energy; decent work and economic growth; no poverty; reduced inequalities; and gender equality.

AMF has historically supported SMEs operating in the sustainable food and agriculture, renewable energy, and the clean energy/agriculture sectors in East Africa. Its main activities have included:

1. **Technical Assistance** (TA): AlphaMundi's TA often includes activities related to governance and management systems, financial planning and fundraising, and supply and distribution. The goal of TA has been to build capacity in organizations to catalyse private sector investment and thereby help SMEs scale.

2. **Gender Lens Investment:** AlphaMundi Foundation is a pioneer and thought leader in embedding gender lens investment across business and investment operations. AMF has worked to embed gender equity principles into the DNA of SMEs at an early stage, while supporting companies as they grow with enhanced financial and social returns.
3. **Field Building:** AlphaMundi Foundation is actively and openly contributing to the emergence of standardized practices that will help scale the impact investing industry.

AMF is now at an inflection point with a new leadership team and an enhanced strategic direction. The Foundation therefore seeks an experienced Program Manager to support its growth and expansion. **This role is based in Nairobi, Kenya.**

The role will report to the Executive Director, pending the recruitment of a COO, and will support the execution of AMF's enhanced corporate strategy. The Program Manager will be responsible for screening pipeline SMEs for AMF funding and technical assistance (TA), carrying out due diligence, monitoring implementation, compliance, and financial reporting of contracted agreements, collecting data, preparing reports, and nurturing external relationships.

## RESPONSIBILITIES

The scope of the Program Manager's role may evolve over time to match the dynamic requirements of AMF and the SMEs it serves. The individual will support the leadership team with: (i) program management; (ii) stakeholder engagement; and (iii) reporting and knowledge sharing. The role requires strong emotional intelligence, maturity, and good judgment in juggling competing priorities and ensuring that deadlines are met.

### **The Program Manager will be responsible for delivering the following:**

- Supporting the ED and team in implementing donor-funded programs.
- Supporting the ED and team with financial management and reporting.
- Pipeline development for new proposals.
- Identifying, screening, carrying out due diligence, and managing a portfolio of SMEs receiving funding and TA from the Foundation.
- Preparing funding memos for funding committee/Board meetings.
- Supporting with structuring and negotiating the terms, conditions, and milestones of funding and TA agreements.
- Collecting and reporting on impact data.
- Managing relationships and reporting with beneficiary SMEs.
- Supporting the ED in engagements with funders and co-investors.
- Analyzing data to help drive growth and to develop new opportunities for AMF.
- Assisting with compliance to ensure timely reporting.
- Identifying opportunities for engagement with prospective partners.

**Competencies:**

- An excellent command of written and spoken English.
- Ability to maintain open, thorough, and regular communication with cross-functional teams.
- Keen analytical skills, including financial analysis and reporting, as well as the ability to analyze data, draw conclusions, and develop recommendations.
- Creative and strategic thinker who enjoys brainstorming new opportunities.

**Attributes:**

- A self-starter who is comfortable in a fast-paced and fluid entrepreneurial environment, and who embraces ambiguity.
- Technologically savvy and results driven.
- Excellent financial analysis, analytical skills, and experience with relationship-building.
- Ability to multi-task without missing deadlines.
- Integrity, credibility, and commitment to getting the job done.

**Experience and Qualifications:**

- At least 8 years of professional experience in blended finance, investment banking, corporate banking, impact investing, or grant making, including at least 2 years managing a team.
- Demonstrated strengths in quantitative and qualitative analysis, communication, and detail-oriented project/program management.
- Demonstrable track record and exposure to client engagement and negotiation.
- Strong project or program management experience with a track record of on-time delivery.
- Master's degree in Business Administration, Economics, Finance, or a related field, from an accredited university.
- Outstanding organizational skills including the ability to set priorities, develop work plans for multiple goals, monitor progress and track details on information and activities, and be held accountable.
- Strong interpersonal skills with good aptitude for pro-active communication and transparency, patience, and perseverance.
- Ability to excel and maintain a positive attitude in a high-performing, fast-paced environment, while managing multiple activities under tight deadlines.
- Experience managing large grants would be an advantage.
- Proficiency in French would be an advantage.

To apply for this position please submit a **single pdf** including both a Cover Letter and CV indicating your relevant skills and experience for this role to [careers@alphamundi.ch](mailto:careers@alphamundi.ch). Applications will be reviewed on a rolling basis with a candidate ideally starting as soon as

June 2022. Only candidates whose background fits the above profile will be contacted for interviews. **Female candidates are strongly encouraged to apply.**