

Hiring Notice

Operations 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 impact ventures/SMEs 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 private debt fund, SocialAlpha domiciled in Luxembourg, its private debt and equity fund, AlphaJiri, domiciled in Mauritius, and various co-investment mandates. Since 2009, AMG has invested more than USD 100M in 54 social businesses across 15 countries in Latin America and Sub-Saharan Africa. The AMG Nairobi office opened in 2015 and consists of a team of 7 full-time employees, including 3 executives, 3 investment officers, and a junior analyst.

AlphaMundi Foundation (AMF) is revamping its strategy to focus on developing and delivering catalytic blended finance solutions to 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 achievement 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 energy/agriculture sectors. 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, supply and distribution, and impact measurement. 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 models 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 a motivated Operations Manager (OM) to support its growth and expansion. The OM will support the Executive Director (ED) of AlphaMundi Foundation and Managing Director (MD) at AlphaMundi Group with day-to-day operations, program management, and administrative tasks.

Job Description

The OM will dedicate 50% of her/his time to the AMF ED and 50% of her/his time to the AMG MD. **The role is based in Nairobi, Kenya.**

AMF Specific responsibilities include, but are not limited to:

- **Project Management**: Supporting the ED in all aspects of the implementation of donor funded programs and fund management activities, this can include but is not limited to drafting subaward agreements and modifications, reviewing and tracking grantee reports and deliverables, drafting donor program and financial reports, and ensuring adherence to donor approved Monitoring & Evaluation (M&E) plans.
- **Financial Planning & Administration**: Supporting the ED and Accountant with enterprise financial planning, cash flow management, and preparation for annual audit and tax filings proceedings.
- **Donor Compliance and Contracts Management**: Ensuring the Foundation, implementing partners, and sub-awardees are compliant with donor requirements spanning financial and program reporting, document retention, audit preparation, and expenditure tracking.
- **Administrative Tasks**: Managing the ED's calendar, schedule meetings, take Minutes of meetings, and follow up on action items.

AMG Specific responsibilities include, but are not limited to:

- **Fund Administration**: Maintaining fund treasury files, liaising with the investment team to ensure proper allocation of payments, reconciling cash flows between the fund and administrator, preparing and maintaining the online filing system, scheduling meetings with relevant parties, preparing for audits, and ensuring funds compliance with the relevant regulating bodies.

- **Co-investor Management:** Preparing co-investors statements, invoicing, organizing information required from the investment team and consolidating investor data.
- **Administrative Tasks:** Invoicing, bill payments, organizing accounting documents, liaising with the accountant and auditors, scheduling meetings, and following up on action items.

Other duties as assigned: As a member of a lean team, it is expected that the OM will willingly take on tasks to support the broader AlphaMundi Foundation and AlphaMundi Group.

We are looking for an independent, flexible, problem-solver with a “can do” attitude who takes ownership of issues and pro-actively proposes solutions to management. The ideal candidate is a team-player who can work long and flexible hours, with a great degree of autonomy; feels comfortable in a fast-paced setting; is results-oriented; has an eye for detail; generates new ideas and thrives on feedback. This person has a demonstrated commitment to AlphaMundi’s dual mission to create lasting social and environmental impact, as well as to achieve commercial returns for our investors.

Desired experience and skills:

- Bachelor’s degree in Business Administration, Accounting, Economics, Finance, International Development, or other relevant disciplines from an accredited university. A Master’s degree would be advantageous.
- An excellent command of spoken and written English.
- At least 7 years of experience with preference for candidates with at least 3 years of grant management and/or bilateral donor compliance.
- Strong aptitude for project and grants management with the ability to manage multiple workstreams simultaneously.
- Demonstrated track record of navigating complex donor compliance requirements.
- Outstanding organizational skills including the ability to set priorities, develop work plans towards multiple goals, monitor progress and track details on information and activities, and be held accountable by the ED and MD.
- Exceptional financial management and Microsoft Excel skills.
- Strong interpersonal skills with a 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 projects under tight deadlines.
- Kenyan citizenship or unrestricted, existing work authorization in Kenya.

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. 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.**