



INDIA PORTFOLIO ASSOCIATE

Acumen Fund is a global non-profit venture fund serving the four billion people living on less than \$4 a day. Our aim is to create a blueprint for building financially sustainable and scalable organizations that deliver affordable, critical goods and services that elevate the lives of the poor. We adhere to a disciplined process in selecting and managing our philanthropic investments as well as in measuring the end results. Acumen Fund identifies and supports extraordinary entrepreneurs in both the for-profit and nonprofit sectors around the world. It operates much like a venture capital firm in the private sector by investing philanthropic dollars in both non-profit and for-profit enterprises focused on solving tough problems in specific areas (health, housing, water and energy) in South Asia and East Africa.

Position description

Acumen Fund has four portfolios: health, water, housing and energy. Each portfolio seeks to provide the poor with access to critical goods and services by investing in sustainable and scaleable social enterprises. The India country portfolio associate plays an integral role across portfolios by helping the India country manager identify prospective investments, conduct due diligence, prepare investment memos and term, sheets and provide on going management and technical assistance for the existing active investments. The portfolio associate also works to provide support to core investment processes, like maintenance of the portfolio database, coordination with the finance and legal teams, and recruitment of interns and pro-bono projects. The portfolio associate will report to the India country director. In addition to supporting the portfolio, the associate has an overall responsibility to contribute to the objectives of Acumen Fund by participating in marketing, fundraising and communications activities.

Specific responsibilities include:

- Helping organizations that receive Acumen Fund investments through a growth-oriented business planning process and providing ongoing support for further strategy development;
- At the direction of the India country director, providing strategic and tactical advice intended to help investees achieve their business plan objectives;
- Identifying and conducting due diligence on organizations with proven or promising approaches to delivering health, water, housing and energy goods and services;
- Preparing and presenting detailed investment documentation for Acumen Fund Senior Management, Acumen's Investment Committee, and the Acumen Fund Board of Directors;
- Working with the India Team on key metrics to measure the social and financial returns on investments;
- Maintaining core portfolio processes, including the pipeline and portfolio databases;
- Working with the India business manager on ensuring complete regulatory compliances of Acumen's in-country vehicles.

Qualifications

Acumen Fund India is looking for individuals with either (i) robust operational experience in distribution, sales and/or marketing in India (rural or urban) or (ii) strong finance backgrounds (MBAs, CAs, CFAs). Candidates for the India portfolio associate role will be individuals who bring international field experience from either academic and/or professional pursuits. Strong candidates will have both private for-profit and not-for-profit experience and particular strengths in diagnosing and resolving complex organizational and financial problems. Experience working successfully with entities in the developing world is highly desirable and prior work in health, water, housing or energy is preferred. Knowledge of financial analysis and management tools is required. Language skills and experience in South Asia would also be an asset

to the position. The portfolio associate will need strong computer skills and will be expected to undertake frequent travel to visit supported organizations in the field.

In addition to an advanced degree in business/finance, law, public administration, or a related field, three to five years plus experience in organization building and/or as a consultant to for-profits and not-for-profits in the areas of management and strategy, financial analysis, and technology use, she or he should possess:

- Strong entrepreneurial and/or intrapreneurial spirit with dedication to turning an idea into a high-quality finished product through assertive risk-taking and innovation
- Very strong organizational skills and the ability to work and deliver projects and achieve targets independently, proactively and under pressure
- Excellent written and oral communication skills
- Commitment to accuracy, attention to detail and follow-through
- Strong interpersonal skills: courtesy, tact, patience and strong team orientation; assertive team player with a sense of humor
- Commitment to, and enthusiasm for, the organization's mission and business model, and respect for our core values: equity, fairness, diversity, voice, participation, knowledge, creativity, humility and respect
- Dedication to working within the social sector; strong willingness to affect change with an understanding of challenges often encountered

Compensation

Acumen Fund offers a competitive compensation package, commensurate with experience.

Location

Hyderabad, India

To Apply

Send a cover letter and resume to Katie Hill, India Portfolio Associate, Acumen Fund:

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