

Capital Markets Manager

Acumen Fund is a global non-profit venture capital fund, focused on supporting the delivery of critical services – water, health, housing, energy – at affordable prices to the four billion people earning less than four dollars a day in India, Pakistan, and East Africa. Acumen Fund seeks to prove that small amounts of philanthropic capital, combined with large doses of business acumen, can build thriving enterprises that serve vast numbers of the poor. Acumen Fund has successfully impacted over 10 million lives so far, through over \$30 million invested in South Asia and Africa. Its country offices in India, Pakistan and Kenya work closely with the New York team to identify and support local social enterprises. Through our investments we address problems of poverty using market based approaches, demonstrating that there is a role for patient capital, intensive management assistance, and knowledge sharing at the base of the pyramid. www.acumenfund.org

Since 2001, Acumen Fund has functioned under a philanthropic capital model, raising donations to fund investments in enterprises that deliver health, water, housing or energy to the poor. In 2008, we launched an invested capital fund, Acumen Capital Markets, which will operate side by side with our philanthropic fund, making investments in enterprises that support the poor.

Position Description

The Capital Markets Manager will report to the Director of Capital Markets and will hold primary responsibility for the major functioning aspects of our new fund, Acumen Capital Markets, including:

- **Assessing Investment Opportunities:** The Capital Markets Manager will work very closely with the Director of Capital Markets to select and assess investment opportunities from Acumen Fund's global pipeline that are suitable for investment by Acumen Capital Markets. The Capital Markets Manager will work with Acumen's Global Portfolio Team to understand the investment opportunity and will prepare an investment recommendation that will be presented to the Investment Committee of Acumen Capital Markets.
- **Disciplined Fund Management:** The Capital Markets Manager will work closely with the Fund Administrator, Auditor, and Acumen Fund Finance & Operational Teams to ensure efficient and effective operations of Acumen Capital Markets. These will include policies, procedures, and systems (such as budgeting and financial planning; accounting and tax management) and also fund-related financial management software. The Capital Markets Manager will have responsibility for investor communications and reporting.
- **Transaction Execution:** Acumen engages in a variety of cross-border and structured financial transactions in its investment activities which requires a high degree of professionalism and timeliness in execution.
- **Portfolio Construction & Financial Modeling:** The Capital Markets Manager will be responsible maintaining an overall model of Acumen Capital Markets portfolio and assessing the long-term financial sustainability of the portfolio.
- **Controls and Budgeting:** The Capital Markets Manager will closely monitor all financial compliance and other regulations which Acumen Capital Markets are required to adhere to. This will include a detailed financial model for all fund revenues and expenses; close monitoring and forecasting of spending commitments; monthly variance analysis; and, consideration of alternative capital structures.

Qualifications

Strong candidates will have an interest in both private for-profit and not-for-profit opportunities. Candidates for the Capital Markets Manager role will be individuals who bring passion for international development, either through academic study or field experience. Knowledge of financial analysis and management tools are required, although a graduate degree in Business Administration, Economics or International Development is not required. Specific experience working in a private equity or hedge fund setting managing investment processes and general portfolio management is an asset for this position.

A strong candidate will possess the following skills:

- Strong entrepreneurial 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
- Strong financial theory and modeling skills
- Fund investing and general portfolio management experience
- 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 non-profit sector; strong willingness to affect change with an understanding of challenges often encountered

Compensation

Acumen Fund offers a competitive compensation package, commensurate with experience, including 401K plan and full benefits.

Location

New York, NY

To Apply

Send a cover letter and resume to portfolio_jobs@acumenfund.org. Please include the job title "Capital Markets Manager" in the subject line.