

EAST AFRICA PORTFOLIO MANAGER

Acumen Fund is a global non-profit venture capital fund, focused on supporting the delivery of critical services – water, health, housing, energy, agriculture – at affordable prices to the four billion people who lack access in India, Pakistan, and East Africa. Acumen Fund exists to help end poverty by changing how the world addresses it. It does this in two ways: (1) by investing patient capital to identify, strengthen and scale business models that effectively serve the poor and (2) by championing this approach as an effective complement to traditional aid, which can create dependence, or pure market approaches, which can bypass the actual needs of the poor. With more than \$35 million invested in South Asia and Africa, and offices in India, Pakistan, Kenya and New York, Acumen Fund addresses problems of poverty using market based approaches. Acumen Fund's vision is that one day every human being will have access to the critical goods and services they need so that they can make decisions and choices for themselves and pursue lives of greater purpose. This is where dignity starts – not just for the poor but for everyone on earth. www.acumenfund.org

Acumen Fund East Africa:

First established in 2007, Acumen Fund's East Africa office has grown to 4 professionals managing a portfolio of approximately \$8 million in investments in enterprises that serve the poor.

Our goal in 2009 is to grow the portfolio to \$12-\$16 Million in investments and focus on the management assistance support we provide our investments

Position Description

The East Africa Portfolio Manager will be directly responsible for firstly managing the Water and Sanitation portfolio in East Africa, including current investments and the development of future investments in the sector, secondly supporting the East Africa Manager in managing our investments across portfolios and thirdly manage compliance and operations of the Acumen Fund East Africa office. S/he will also be expected to play a significant role globally, helping to build on the existing water and sanitation expertise in the organization.

Portfolio Development and Investment Management:

- Managing relationships of current Acumen investees in the Water and Sanitation sector including providing post-investment management support to current investees
- Managing relationships with other Acumen stakeholders in the sector including prospective investees, advisors, thought leaders and technical experts
- Identifying new investment opportunities, carrying out due diligence and investment activities on potential Water and Sanitation investments
- Preparing, presenting and maintaining detailed investment documentation for Acumen Fund Senior Management, Acumen's Investment Committee, and the Acumen Fund Board of Directors
- Supporting the East Africa Manager in managing investments across portfolios

Finance and Operations:

- Oversee all aspects of Acumen Fund East Africa financial management, including planning/budgeting, regulatory compliance, financial reporting, treasury activities and audit, working in conjunction with Acumen Fund's Director of Finance
- Work with external advisors and consultants to ensure complete compliance with local regulations and Acumen Fund policies and procedures
- Develop and track risk management controls for different functional areas
- Implement Acumen Fund global financial policies to our East Africa operations
- Oversee Acumen Fund East Africa general operations, including technology and administration

Business Development:

- Working with the East Africa Manager to build strategic alliances within the country to help meet Acumen Fund objectives, as well strengthening engagement with advisors, partners and other key supporters
- Participating in fundraising and communication activities to strengthen Acumen Fund objectives in East Africa

Qualifications

Candidates for the East Africa Portfolio Manager role should have a passionate commitment to solving the toughest problems of poverty, strong entrepreneurial spirit, and excellent communications and networking skills. Strong candidates will have a blend of private sector and non-profit experience and experience in business as well as Water and Sanitation. They will have very strong organizational skills and an ability to manage and deliver projects independently and proactively in a fast-paced work environment. They will also have the entrepreneurial drive to take an idea and turn it into a high-quality finished product through assertive risk-taking and innovation.

- Deep business/finance expertise with 7 – 10 years of work experience in the same. Experience working in the water and sanitation sector
- A passionate commitment to Acumen Fund's mission of tackling issues of poverty
- A strong entrepreneurial spirit
- A proven ability to project manage/execute
- Excellent written and oral communication skills; ability to present arguments and analysis in a clear and succinct manner to Acumen Fund management, partners and investees
- Excellent interpersonal skills; ability to work well in a team and successfully interact with corporate and non-profit partners as well as end low-income clients in the field
- Fluency in English and Kiswahili. Knowledge of other East African languages is a plus
- Commitment to accuracy, attention to detail and follow-through
- Commitment to and enthusiasm for Acumen Fund's mission and business model, and respect for the organization's core values: generosity, accountability, humility, audacity, listening, leadership, and respect
- A master's degree in business administration or a relevant field.

Candidates who cannot demonstrate knowledge and relevant experience in the Water and Sanitation sector are advised not to apply for this position.

The East Africa Portfolio Manager will report to the East Africa Manager.

Compensation

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

Location

Nairobi, Kenya

To Apply

Send a cover letter and resume to anair@acumenfund.org, with "Application for East Africa Portfolio Manager" in the subject line.

Regrettably, due to the volume of applicants, we are only able to contact those for whom a possible match is identified.