



## OPERATIONS ASSOCIATE (Fixed Term/Temporary)

The Global Innovation Fund ([www.globalinnovation.fund](http://www.globalinnovation.fund)) is a \$200m nonprofit innovation fund. We invest in the piloting, rigorous testing and scaling of innovations targeted at improving the lives of the poorest people in developing countries. The fund aims to support a portfolio of innovations that collectively open up opportunities and improve lives for hundreds of millions of people across the developing world.

We believe that the best ideas for solving some of the world's most critical problems can come from anyone, anywhere. Through our grants and risk capital, we support breakthrough solutions to global development challenges from social enterprises, for-profit firms, non-profit organisations, researchers, and government agencies.

The Global Innovation Fund offers grants, loans (including convertible debt), and equity investments ranging from \$50,000 to \$15 million to support a range of innovations with strong potential for social impact at a large scale. We define 'innovation' broadly to include new business models, policy practices, technologies, behavioral insights, or ways of delivering products and services that benefit the poor in developing countries. We support innovators at different phases of development, ranging from early start-up and pilot-testing to larger scale implementation. The innovations the fund supports can be located in any developing country and may focus on any sector relevant to international development (see a list at [www.globalinnovation.fund/sectors](http://www.globalinnovation.fund/sectors)).

### POSITION SUMMARY

The fund seeks to hire an Operations Associate on a fixed term basis for maternity cover. Initially the role will be for a minimum of 3 months but may be extended. We are looking for this position to be filled by September. This role can either be based in our Washington D.C office or London office. The Operations Associate will provide support to the investment team. Responsibilities will include:

- Administering GIF'S cloud-based application and investment management software, file sharing services, and internal communication systems;
- Managing external contractors for cloud-based systems and information technology services;
- Coordinating progression of applications throughout the GIF investment process;
- Scheduling meetings, telephone conferences and appointments, often coordinating with multiple external partners across time zones;
- Providing customer service support for GIF's applicants for funding, including answering general external email inquiries from applicants and interested third parties;
- Liaising with external technical experts engaged by GIF, coordinating reviews and providing logistical support;
- Assisting with preparing the materials for meetings (e.g., agendas, presentations and minutes), including for GIF's investment committees, board, and funders;
- Development and maintenance of internal reporting systems, including limited data management and analysis (e.g., in MS Excel or similar program);
- Providing administrative support to the GIF team on additional tasks that have strong administrative or logistical component;
- In consultation the Investment Team, identifying opportunities for improving efficiency of the investment process and implementing them;

The Global Innovation Fund is a dynamic and rapidly growing start-up entity; the Operations Associate will be expected to adapt quickly to the needs of the organisation and could have a range of other duties as assigned.

### REQUIRED SKILLS AND EXPERIENCE

- Relevant work experience (e.g. administrative or executive assistant);
- Strong organizational skills that reflect ability to multi-task and prioritise;
- Experience of working on projects of wide scope with multiple different level stakeholders;
- Attention to detail, accuracy and organization skills; an aptitude for problem-solving and decision-making;
- Demonstrated ability to meet deadlines;
- Ability to handle confidential information with discretion;
- Excellent verbal and written communication skills, including strong customer service skills;
- Proficiency with Microsoft Office including Word, Excel and Powerpoint;



- Experience with systems for knowledge management and record keeping (such as, Box, Dropbox, or Slack), especially experience maintaining effective organizational strategies using these tools;
- Basic experience with data analysis and management (e.g. in Excel) preferred;
- A commitment to international development and social innovation, and
- Passion, humility, integrity, team player, and a spirited sense of humour.

#### **DESIRED SKILLS AND EXPERIENCE**

- A bachelor's degree
- Experience with Salesforce (knowledge management system)

#### **HOW TO APPLY**

Email [jobs@globalinnovation.fund](mailto:jobs@globalinnovation.fund) with the position you are applying for in the subject title. Please also include the following:

- A short covering note with an example of a time you dramatically improved the efficiency and productivity of a process or team and links to any blogs or other public social media accounts that you contribute to;
- Your CV.

The closing date for applications is August 13<sup>th</sup> 2017 . The salary range for this position is competitive with similar roles at other social enterprises. Global Innovation Fund is committed to promoting equal opportunities in employment. Recruitment will be conducted on the basis of merit, against objective criteria that avoid discrimination. The successful candidate will need to have the right to work in either our London or DC office.