

Job description

Head of Investments

May 2019

About Nexus for Development

Nexus is a key network and finance partner working to make low-carbon clean energy and WASH solutions count toward the Global Goals. We are based in Southeast Asia and collaborate with partners around the world to create and deploy innovative financing tools to scale locally-driven solutions.

A diverse range of organizations are improving people's lives in the face of poverty and climate change. At Nexus, we connect award-winning organizations with world-leading businesses, donors and investors, inspiring and funding change that maximizes sustainable development outcomes.

We support continuous learning and professional development, offering a robust in-house knowledge base on carbon finance, footprinting, fund management, innovative finance, sustainable development, networking, capacity-building and sustainability strategy.

Since our formation in 2009 by an alliance of development organizations, our expertise has evolved to offer a range of technical and financial services that support the growth and impact of our partners.

To achieve our mission, Nexus engages with several international actors including:

- Development practitioners (Social enterprises, NGOs)
- Private sectors companies and corporates, investors and donors
- Researchers, policy makers and international standards and associations

For more information, visit <http://www.nexusfordevelopment.org/>

Position Description

Through various debt financing vehicles, each with their own specific mandates, Nexus supports the adoption of low-carbon solutions in the sustainable energy, clean water, and improved sanitation sectors across Southeast Asia. We support the scaling-up of early to growth stage enterprises that deliver positive impacts to both the environment and their communities by providing easy access to affordable, unsecured debt, typically inaccessible to SMEs in emerging markets.

Nexus seeks a dynamic and driven Head of Investments to manage its portfolio of innovative funds, with a focus on growing Nexus' largest fund, the Pioneer Facility (*see our funds summary in the following table*). The Head of Investments' role is four-fold: 1) deal cycle management, 2) reporting and administration, 3) relationship management, and 4) strategy ideation and business development.

	Pioneer Facility	Kiva	CERF
Enterprise stage	Growth stage SMEs	Early/Growth-stage SMEs	Small and Medium Agri-businesses
Sectors	Clean energy, clean water and sanitation	Clean energy, clean water and sanitations	Agri-food
Location	Southeast Asia	Asia	Cambodia
Use of Funds	Growth capital, Working capital or capex	Purchase of equipment, Funding of a specific project	Purchase of renewable energy equipment
Fund Size	USD6.5M (targeted)	n/a	USD 450,000

The Head of Investments reports to the Executive Director and will work closely with the multi-disciplinary funds management team on investments as well as with the operations team on reporting and post-investment monitoring. The selected candidate will play a significant role in shaping Nexus' mission and the implementation of our alternative financing schemes.

Key Responsibilities

Deal Cycle Management

- Targeting: With the team, identify relevant investment opportunities that fit fund investment criteria, with a focus on investments for the Pioneer Facility
- Origination: Either via active sourcing or through developed leads, assessment and pre-qualification of potential investees. The Head of Investments is expected to be able to conduct preliminary risk assessments independently
- Due Diligence: Lead the financial due diligence on projects sourced for the various funds. Work closely with the funds team to deliver full due diligence reports to be presented to the relevant Investment Committee for approval
- Contracting and Documentation: Negotiate loan contracts with investees
- Post-investment Management: Work closely with the funds' team and the operations team to ensure timely payments and report submissions
- Standardization of Processes: Continuously review existing processes and relevant forms and templates to ensure that risks are properly flagged and mitigated, payments are on time, and deals progress as efficiently as possible
- Risk Management: Work with the team to resolve issues with specific deals in a timely manner as and when they occur
- Skills Development: Share best practices and financial knowledge with the funds team and encourage skills and knowledge sharing within the team

Reporting and Administration

- Regular Reporting: Work with the funds and operations teams on quarterly and annual reporting requirements to investors and donors. Analyse portfolio performance and share results and findings with the team

- Other Reporting Requirements: Coordinate with the Pioneer Facility auditors, administrator, lawyers and bankers

Relationship Management

Grow Nexus' network of potential investees, co-financiers, and funders, with a focus on pipeline development and fundraising for the Pioneer Facility

- Investment Committees: Liaise with the ICs of Nexus' various funds not only on specific investments but also on fund strategy, opportunities and challenges
- Pipeline Development: Promote the Pioneer Facility and Nexus' other activities via different avenues including active outreach to impactful, commercially-viable enterprises and expanding Nexus' network of potential co-investors and financing partners
- Fundraising: Constantly be on the lookout for potential investors or funding opportunities for the Pioneer Facility and coordinate with Nexus' business development team on fundraising efforts. Coordinate with the Business Development team on fundraising efforts for the Pioneer Facility

Strategy Ideation and Business Development

Ensure that the financial products we offer best suit the needs of both Nexus' target sectors and potential funders

- Pioneer Facility Strategy: Work with the Impact Investment Manager on refining the strategy for the Pioneer Facility. The Head of Investments is expected to take ownership of the fund financial model and should be able to confidently run various scenarios
- Funds KPIs: Take charge of KPI setting for the various funds and assist the funds team in setting and achieving their own individual targets. Ensure that activities within the funds team align with Nexus' overall objectives
- Business Development: Stay up-to-date on sectoral trends and new financing mechanisms in the region. Proactively search for new opportunities (funds, investments, partners) that align with Nexus' mission and overall objectives

Key Requirements

Competitive candidates will have:

- Degree in Finance, Business Management, Economics or a related field. MBA or CFA is a plus
- Strong interest in impact investing. Up-to-date on available financing mechanisms and current trends in development finance and start-up investing
- At least 5 years' experience in investment analysis and corporate finance, preferably from a fund or bank, or fundraising for early-stage start-ups in emerging and frontier markets
- Proven ability to take deals through the full investment cycle – origination, due diligence, structuring, contracting, and post-investment management
- Strong financial modelling skills – able to independently build, review, and stress-test models and explain key results

- Demonstrated experience in project management. Detail-oriented with high standard of performance.
- Track record of business development and relationship management, ideally with an established network in Asia
- Self-motivated, driven, and able to work effectively with a high degree of autonomy in a lean, start-up environment
- Excellent interpersonal communication skills – able to confidently work with a multi-disciplinary team and liaise with investees and co-investors
- Fluent in English, both verbal and written. Knowledge of other languages (e.g. French, Mandarin, other Asian languages like Khmer) a plus.

The opportunity offers:

- Wide ranging experience in a flexible and dynamic environment.
- Exposure to impactful enterprises, VCs and other early stage and/or impact investors, and development partners in Asia
- Opportunity to deep dive into the workings of an impact fund and help promising early stage enterprises to navigate through start-up financing

Position Summary

<u>Role Title</u>	Head of Investments
<u>Location</u>	Phnom Penh, Cambodia; some remote working possible; approx. 25-30% of travel time.
<u>Reporting to</u>	Executive Director
<u>Resource persons</u>	Impact Investment Manager; Clean Energy Project Manager; Finance and Administration Manager
<u>Term</u>	Unspecified duration, contract under Cambodian law
<u>Remuneration package</u>	28 – 33K USD per annum depending on profile and experience (subject to approximately 10-15% taxation; and benefiting from local competitive cost of living). Family allowance (if applicable). Training and relocation benefits. Annual flight home provided for international staff.

Please note that only applications addressing the above-mentioned responsibilities, opportunities and challenges will be considered.

How to apply

Please submit a CV and cover letter to contact@nexusfordevelopment.org. Cover letters should explicitly address how you meet the Key Requirements and include specific examples from previous positions. The subject of the email should read: “Application Head of Investments”.

Applications will be considered on a rolling basis until May 31, 2019. Early applications are encouraged.