

Posted: December 2009

Job Announcement

Position: Investment Officer, South America
Supervisor: Regional Director, Latin America
Location: Lima, Peru
Start Date: January/February 2010
Contact: Jen Stine
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SUMMARY

Root Capital seeks applications for two Investment Officers (IO) for South America. The responsibilities of these positions will vary according to the experience of the applicants. IOs, together with the Root Capital team, will be responsible for the following activities in South America: identify potential investments; conduct due diligence visits and analyze the potential investments using rigorous financial, environmental, and social criteria; provide or coordinate pre-investment technical assistance as necessary; negotiate the structure of the investment; prepare proposals and reports for the Credit Committee or as requested; and maintain relationships with clients in order to monitor investments, provide further technical assistance if necessary, and gather information for Root Capital financial analyses. Both IOs will be based in Lima, Peru and travel frequently in the region to rural areas. Candidates must have native or near-native Spanish fluency, otherwise they will not be considered. In addition, candidates should have advanced financial analysis ability and experience with banking or investment funds, be familiar with small and growing businesses in the region, strong interpersonal and negotiation skills, an ability to work in a team and multi-task, and be passionate about supporting the advance of Root Capital's mission of conserving vulnerable natural resources and promoting equitable social development in rural areas of Latin America.

MISSION AND HISTORY OF ROOT CAPITAL

Root Capital's mission is to pioneer finance for grassroots businesses that build sustainable livelihoods and transform rural communities in poor, environmentally vulnerable places.

Root Capital is a nonprofit social investment fund that is pioneering finance for grassroots businesses in rural areas of developing countries. We provide capital, financial education, and market connections to small and growing businesses that build sustainable livelihoods and transform rural communities in poor environmentally vulnerable places.

Through innovative approaches to development finance, Root Capital aims to fill the "missing middle" of finance - serving organizations caught in the gap between microfinance and traditional banking. We provide loans ranging on average from \$25,000 to \$1,000,000 to rural enterprises and agricultural entrepreneurs that link small-scale farmers and artisans to competitive markets. Since our launch in 1999, we have provided more than \$150 million in credit to 254 grassroots enterprises in 30 countries, maintaining a 99% repayment rate from our borrowers and a 100% repayment rate to our investors. Headquartered in Cambridge, Massachusetts, Root Capital currently has associated offices in Costa Rica, Mexico, Peru and Kenya.

TASKS

1. Collect, verify, and analyze information about potential or existing investments. Actively seek opportunities, communicate as needed, and promote our services to generate investment projects in priority sectors: sustainable agriculture, forest products, certified wood, sustainable fishing, ecotourism, and handicrafts.
2. Perform due diligence for projects at every phase of prospect development. Apply financial, environmental, and social criteria to existing and prospective investments, and provide recommendations to compliance, improvement, and environmental monitoring systems.
3. Provide or coordinate pre-investment technical assistance to prospective clients if necessary, which may consist of general business consulting, implementation of evaluation systems, and/or collaboration with the board of directors of these enterprises.
4. Give recommendations based on due diligence or monitoring, specifically if and how to proceed with an investment. Collaborate with the appropriate persons within an organization on the negotiation, structure, and legal documentation of investments.
5. Build and maintain relationships with clients and monitor the activities of approved investments. Establish key operational indicators for each organization/project. Periodically revise management, financial, and environmental reports submitted by these rural enterprises, and incorporate new and updated projections when evaluating Root Capital investments.
6. Prepare Investment Proposals along with the Regional Director for Latin America to be presented to and considered by the Credit Committee. Submit additional reports about operations, according to the needs of the Regional Director.
7. Travel to the region and maintain relationships with counterparts in the non-governmental, public, industry, and investor sectors to: identify and evaluate potential projects; monitor and provide business assistance to active investments; and represent Root Capital regionally. Construct a network of professional resources linked to our financial sector.

QUALIFICATIONS AND EXPERIENCE

1. 3-7 years of experience working in South America. Knowledge of entrepreneurial and financial businesses in Latin America.
2. Strong interpersonal, negotiation, and business analysis skills. Master's Degree in Business Administration (MBA), finance, economics, or related field, or equivalent experience is desirable.
3. Banking experience or investment analysis is necessary. Advanced knowledge of financial analysis. Experience with small and medium-sized agricultural businesses is desirable.
4. Demonstrated ability in promoting services and generating prospects.
5. Ability to work independently, while coordinating with others in a team effort. Ability to work under pressure, establish and maintain deadlines, and coordinate a wide variety of activities at the same time. Strong organizational skills.
6. Able to travel a significant portion of time to rural areas of South America.
7. Native or near native fluency in Spanish; fluency in English.
8. Strong experience with Microsoft Word and Excel is necessary. Additional knowledge of financial and/or database management software such as Salesforce is a plus.
9. Ability to handle confidential information about the transactions and business activities of Root Capital and our clients.
10. Strong interest in the field of environmentally and socially responsible investments.
11. Authorized to work in Peru.

SALARY: Commensurate with experience.

APPLICATIONS AND NOMINATIONS

More information about Root Capital is available at www.rootcapital.org.

We encourage applicants to apply by January 8, 2010. Applications received after this date will be reviewed on an ongoing basis.

Applications including a resume and cover letter describing your interest, qualifications, language abilities, salary requirements, and how you learned of the position should be sent to: jobs@rootcapital.org, and can be submitted in either English or Spanish. Please type IO SAM followed by your name (Last, First) as the subject line of your email (e.g. "IO SAM – Santos, Elizabeth"). Finalist candidates will be required to provide at least three work-related references.

Root Capital is an equal opportunity employer.