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Job Announcement

Position: Investment Officer
Supervisor: Regional Director, Africa
Location: Nairobi, Kenya
Start Date: March 2010
Contact: Jen Stine
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SUMMARY

Root Capital seeks an experienced Investment Officer for Africa who will play a key role in the growth and innovation of our activities in the region. The IO will be responsible for the following activities in Africa: source potential investments; conduct due diligence visits; analyze potential investments using rigorous financial, social impact, and environmental criteria; structure loan proposals; and prepare reports and loan memos for the Credit Committee. In addition, the IO will lead Root Capital's initiative to develop relationships with regional commercial banks and prepare clients to become successful recipients of commercial financing. S/he will be based in Nairobi, Kenya and travel internationally up to 25% of the time, including to rural areas. Candidates should possess a minimum of five years of experience at a commercial financial institution with at least 3-5 years as a commercial credit officer. Additional experience delivering financial management training and with agriculture, international trade, or small and medium enterprise (SME) finance is a plus.

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.

RESPONSIBILITIES

Loan Origination, Underwriting, and Control

1. Proactively seek lending opportunities in the region, which may include attending conferences and conducting outreach with partners.
2. Conduct due diligence on lending opportunities at every phase of prospect development.
3. Review credit applications and conduct credit analysis using financial, social, and environmental criteria.
4. Prepare loan memos and present them to Root Capital's Credit Committee. Provide recommendations to compliance, improvement, and environmental monitoring systems.
5. Collaborate with clients to structure the loan and coordinate loan closings with the portfolio servicing team. Ensure that loan documentation meets legal requirements in the relevant country.
6. Coordinate with monitoring officers to ensure compliance with loan terms and repayment schedules. Lead collection or loan workout efforts if necessary.
7. Collect social impact data for and provide information to Root Capital's business development team.

Bank Relationship Development

1. Build relationships with regional commercial financial institutions for co-financing and develop formal agreements with them as appropriate.
2. Develop and conduct trainings for Root Capital clients seeking to access commercial financing facilities. Train other Root Capital Investment Officers to reproduce them.
3. Provide analysis of the commercial financing industry and its potential intersection with Root Capital clients. Contribute to organizational strategy and collaborate with relevant staff.

QUALIFICATIONS AND EXPERIENCE

1. Minimum of 5 years of experience at a commercial financial institution; at least 3-5 years as a commercial credit officer. Experience in agriculture, international trade, and/or lending to small and growing businesses is preferred.
2. Demonstrated strong financial and credit analysis skills.
3. Master's in Business Administration or Finance, or equivalent experience.
4. Experience designing and/or delivering financial management training is a plus.
5. Strong interpersonal, networking, and negotiation skills with a diverse audience ranging from bank executives to smallholder farmers.
6. Collaborative team player with a good sense of humor. Ability to work with an international team.
7. Deeply motivated and passionate about socially and environmentally responsible investing and systemic change.
8. Ability and willingness to travel internationally up to 25% of the time, including to rural areas.
9. Strong skills with Microsoft Excel.
10. Fluency in Swahili or French is a plus.
11. Authorized to work in Kenya.

SALARY: Commensurate with experience.

APPLICATIONS AND NOMINATIONS

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

Applications are due by February 19, 2010. Candidates are encouraged to apply as soon as possible, and interviews will be conducted on a rolling 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. Please type "IO AFR" followed by your name (Last, First) as the subject line of your email (e.g. "IO AFR – Santos, Elizabeth"). Finalist candidates will be required to provide at least three work-related references.

Root Capital is an equal opportunity employer.