

## Job Announcement

Position: Investor Relations Officer  
Supervisor: Managing Director, Investor Relations  
Location: Cambridge, MA  
Start Date: July-August 2010  
Contact: Chuck Curti  
Director of Human Resources and Administration  
jobs@rootcapital.org

### SUMMARY

Root Capital seeks a skilled client relationship manager for Investor Relations Officer. As one of two Investor Relations Officers in the Business Development department, s/he will be responsible for building and sustaining relationships with a specific set of donors and investors, both prospective and existing. S/he will ensure that these relationships are managed efficiently and in line with Root Capital's mission. Working closely with the Investor Relations team, s/he will also contribute to strategy development and planning to ensure that philanthropic capital goals are met or exceeded. Candidates should possess: relevant experience developing relationships with clients; the capacity to sustain valued donor/investor relationships; ability to effectively communicate complex, technical ideas in a compelling form, whether written or verbal; entrepreneurial spirit and an ability to think creatively; strong attention to detail; relevant experience in sustainable business, international development, financial services to the poor, or related areas; and a passion for Root Capital's mission of building sustainable livelihoods in rural communities through socially and environmentally responsible investing.

### 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 smallholder 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

1. Manage the day-to-day relationships with Root Capital's existing base of support, including the cultivation of both current and prospective donors and investors.
2. Provide regular communication with the donor/investor community, including progress reports, acknowledgments, financial updates, and loan renewal reminders.
3. Build and sustain ongoing relationships with a range of external, sophisticated audiences to deepen our impact.
4. Collaborate with team leadership on: philanthropic revenue strategy and planning; meeting donor/investor deliverables; and creation of frameworks and tools to meet and exceed philanthropic revenue goals.
5. Respond to due diligence requests in a timely manner.
6. Partner with staff throughout the organization to drive an understanding of and commitment to Root Capital's relationships with the philanthropic and investor community.
7. Other responsibilities as needed.

## QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree, plus relevant experience in sustainable business, international development, financial services to the poor, or related areas.
2. Relevant experience developing relationships with clients. Capacity to sustain valued donor/investor relationships.
3. Strong written and verbal communication skills. Ability to effectively communicate complex, technical ideas in a compelling form including to the philanthropic community, corporate executives, economic development experts, academics, journalists, and other influential thought leaders.
4. Collaborative work style; works well on a team. Able to adapt to a rapidly changing environment.
5. Entrepreneurial spirit and professional maturity; ability to work independently, think creatively, and know when to seek support.
6. Strong attention to detail and able to meet deadlines.
7. 4-7 years of professional experience with an understanding of and passion for financial markets, client relations, relationship building, and/or impact investing.
8. Deep commitment to innovative solutions concerning the "missing middle", particularly for small and growing rural/agricultural businesses in developing countries.
9. Knowledge of and passion for the emerging social capital markets and impact investing space.

**SALARY:** Commensurate with experience.

## APPLICATIONS AND NOMINATIONS

More information about Root Capital is available at [www.rootcapital.org](http://www.rootcapital.org)

**Applications are due by July 16, 2010. Candidates are encouraged to apply as soon as possible.**

Applications including a resume and cover letter describing your interest, qualifications, salary requirements, and how you learned of the position should be sent to: [jobs@rootcapital.org](mailto:jobs@rootcapital.org). Please type "IRO" followed by your name (Last, First) as the subject line of your email (e.g. "IRO – Marrero, Marc"). Finalist candidates will be required to provide at least three work-related references and submit to a background check.

*Root Capital is an equal opportunity employer.*