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Job Announcement

Position: Lending & Strategy Associate
Supervisor: Director, Strategy & Innovation
Location: Cambridge, MA
Start Date: February-March 2010
Contact: Jen Stine
Director, Human Resources and Administration
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SUMMARY

Root Capital seeks a strategic thinker and versatile communicator to serve as our Lending & Strategy Associate. This is a new, cross-functional position within Root Capital that will help shape organizational strategy, global programs operations, and business development activities. Working closely with the Director of Strategy & Innovation, the Associate will support the growth of Root Capital's lending portfolio to meet industry diversification targets as well as help to develop and implement our organizational strategy. S/he will meet these goals primarily by conducting research, generating written materials and presentations, and engaging proactively with prospective borrowers, industry partners, and other key stakeholders. The Associate will also have related administrative responsibilities. Candidates should have two to four years of experience in a relevant field and significant professional experience in Latin America and/or Africa. In addition, candidates should possess: superior research and writing skills; demonstrated verbal and relationship-building skills; the ability to identify strategic opportunities, establish priorities, coordinate projects, and multi-task; basic familiarity with financial analysis and business operations; 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 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

1. In close coordination with Director of Strategy & Innovation, conduct research on priority industries, geographies, and financial products. Prepare reports, presentations, and other written materials to synthesize findings and guide internal decision-making.
2. Support the identification of prospective borrowers through research, relationship-building, outreach, attendance at conferences and trade shows, and other channels. Document related communications and coordinate hand-off to investment officers or other relevant staff.
3. Support the synthesis and documentation of lessons learned from Root Capital's experiences in the field in a way that is accessible to a non-technical audience via written materials and presentations.
4. Support the development of original written content and presentations for business development purposes, including fundraising and external communications.
5. Conduct research on the fields of international development, especially intermediaries providing capital and technical assistance to small and growing businesses. Contribute findings as inputs into internal strategic decision-making and communications with external stakeholders.
6. Provide administrative support to the Director of Strategy & Innovation, including assistance with travel logistics, meeting reports, communications, scheduling and other duties as assigned.
7. Other responsibilities as needed.

QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree plus 2-4 years of professional experience in the fields of international development, social enterprise, sustainable agriculture, and/or management consulting. Master's degree is not required.
2. Experience living and working in Latin America and/or Africa strongly preferred. Professional experience working in Spanish is strongly preferred. French is a plus.
3. Excellent research and writing skills; ability to communicate complex ideas clearly and concisely.
4. Strong verbal and written communication skills with diverse constituents ranging from executives of multinational companies to smallholder farmers.
5. Demonstrated strategic-thinking aptitude to identify opportunities and establish priorities.
6. Strong project coordination skills and ability to work with a geographically dispersed team.
7. Demonstrated ability to work independently and collaborate with an international team; strong multi-tasking ability.
8. Highly motivated and intellectually curious; eager to work in a fast-paced environment with multiple priorities. Good sense of humor.
9. Basic familiarity with business operations and financial analysis.
10. Flexibility to travel up to 15% of the time, including internationally.
11. Relentless drive to address the root problems of rural poverty and environmental degradation through environmentally and socially responsible investing and systemic change.

SALARY: Commensurate with experience.

APPLICATIONS AND NOMINATIONS

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

Applications are due by January 30, 2010. Candidates are encouraged to apply as soon as possible.

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. Brief writing samples are welcome but not required. Please type "L&S Associate" followed by your name (Last, First) as the subject line of your email (e.g. "L&S Associate – Santos, Elizabeth"). Finalist candidates will be required to provide at least three work-related references.

Root Capital is an equal opportunity employer.