

Job Description

Title: Portfolio Manager, WaterCapital

Reports to: Director of Portfolio Development, WaterCapital

Position Status: Full-time Employee

Location: Strong Preference for Kansas City, MO
Will Consider New York, NY or San Francisco, CA

Introduction

660 million people – about one in ten – lack access to safe water. 2.4 billion people don't have access to a toilet. These are the people Water.org serves. We are a global non-profit based in Kansas City, Missouri working to ensure safe water and sanitation for all. We go beyond traditional approaches to safe water and sanitation, focusing on addressing the underlying causes of this global crisis and innovating to deliver large-scale and sustainable change. Co-founded by Gary White and Matt Damon in 2009, Water.org has impacted more than 4 million lives and transformed thousands of communities in Africa, Asia, and Latin America. Learn more at <http://water.org/>

In 2015, Water.org launched a new business unit, WaterCapital, to raise social impact capital to target investments in water supply & sanitation enterprises and financial institutions serving those at the base of the economic pyramid. WaterCapital has raised an initial \$10M fund focused on investments in India and is preparing to raise an estimated \$50M fund targeting South and Southeast Asia. Investments will initially include senior debt and partial loan guarantees and may be further diversified going forward.

Position Overview

The Portfolio Manager's main responsibilities are the development and monitoring of a strong investment portfolio that will enable WaterCapital to reach long-term impact investing goals. In collaboration with other members of the Portfolio team s/he will be responsible for building the pipeline of enterprises that meet the investment criteria of current and future funds administered by WaterCapital. Pipeline enterprises will include, but are not limited to, financial institutions, privately owned utilities, cooperatives, SMEs, and other water and sanitation-related enterprises. The Portfolio Manager will collaborate closely with local staff to introduce investment products to potential pipeline enterprises and cultivate relationships with qualified candidates. S/he will conduct due diligence on investment candidates and structure investments. S/he will be responsible for the execution/disbursement of investments and the subsequent portfolio monitoring and reporting.

WaterCapital is in a start-up phase, and the Portfolio Manager position will evolve quickly as the team grows and priorities change. The candidate must be highly adaptable to change and willing to play a variety of roles. S/he should be comfortable working remotely from other team members, including across borders. The position will require extensive domestic and international travel (up to 50%), particularly in the early stages of portfolio development.

Key Responsibilities

Strategy and Planning

- Collaborate with all members of the WaterCapital team on the design of investment strategies for WaterCapital investment funds.
- Contribute to the development of national-level investment plans in target geographies including identification and analysis of priority sectors for investment.
- Monitor regulatory environments and assess eligibility of different types of enterprises.
- Contribute to the development of policies and processes for WaterCapital investment, investee reporting, portfolio analysis and management, investor reporting and compliance.
- Track investment pipeline in assigned geographies and sectors to ensure alignment of capital needs with fundraising activities.

Portfolio Development

- Develop investment pipeline for WaterCapital funds through the identification of potential investees, marketing of WaterCapital investment products and cultivation of relationships.
- Investment analysis of WSS enterprises with close support from the local WaterCapital Investment Officers.
- Prepare credit appraisal reports and investment proposals.
- Present eligible investments to the Director of Portfolio Development and eventually the WaterCapital Investment Committee.
- Ensure appropriate currency risk management through currency hedging contracts on proposed investments.
- Lead finalization of investment documents by working closely with investees and legal counsel.
- Working with WaterCapital Operations Department, ensure timely disbursement/investment of funds including satisfaction of conditions precedent and local regulatory requirements.
- Assess the need for technical assistance that would strengthen an enterprise's status as a prospective investee.
- Coordinate with the Technical Assistance Manager to support the delivery of technical assistance to prospective investee enterprises.
- Coordinate with Water.org International Programs and Advocacy departments to gather/share information and identify opportunities for collaboration.

Portfolio Management

- Working closely with local WaterCapital Investment Officers, manage relationships with investees.
- Collect and analyze investment portfolio data to monitor investment returns and risk levels.
- Monitor and report country risk in assigned investment geographies.
- Identify high risk investments and propose strategies to mitigate risk.
- Coordinate with Investor Relations team to ensure effective and timely communications of the progress and impact of the investment portfolio.
- Coordinate with the local Investment Officers to ensure local regulatory, tax and reporting compliance in investment geographies.

Department & Team Management

- Potential future opportunities to supervise Portfolio Analyst(s) and/or local Investment Officers.

Marketing, Communications and Fundraising Support

- Represent WaterCapital to sector stakeholders.
- Participate in investor meetings and calls to provide portfolio updates.
- Provide content for concept notes and proposals to potential investors.

Skills and Competencies

- Strong interpersonal skills and communication skills, adept at concise communications.
- Outstanding client relationship development and management skills.
- Ability to work independently and as part of a team.
- High degree of Excel proficiency - the ability to create and maintain spreadsheets with accuracy.
- Aptitude for presenting financial information in understandable formats for multiple audiences.
- Proactive problem solving attitude.

Qualifications

- MBA or Master's degree in development economics or related field.
- Minimum 5 years of international experience in finance/microfinance/social investment, preferably in South or Southeast Asia
- Experience with due diligence and analysis of investment opportunities in microfinance institutions and/or other enterprises in developing countries.
- Experience in the water and sanitation sector preferable.
- Experience building and/or managing investment portfolio monitoring systems.
- Familiarity with legal documentation common to debt and equity transactions.
- Familiarity with foreign exchange currency hedging preferable.
- Demonstrated flexibility and success in rapidly changing environments.
- Demonstrated ability to design, launch and scale new projects and initiatives.

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurances, retirement program and periodic review for incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will be commensurate with other social impact investment organizations.

Application Information

Please apply at <http://water.org/about/careers/>. Please title your attachments with last name, first name. Submissions will be reviewed as they are received.

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