



## **Open Position: Content and Media Manager**

*Call for Applications*

### **About IIX:**

Impact Investment Exchange (IIX) is the pioneer in impact investing and the global leader in sustainability. We have transformed the financial system so that women, the environment and underserved communities are finally given a value and a voice in the global market. Over the past decade, we have built the world's largest crowdfunding platform for impact investing ([Impact Partners](#)), created innovative financial products such as the [Women's Livelihood Bond Series](#), digitized our impact assessment to effectively measure and value the impact of an enterprise on people and planet through [IIX Values](#), operated award-winning enterprise technical assistance programs such as [IIX ACTS](#), and established an [Impact Institute](#) for training and education. To date, our work has spanned 46 countries, unlocked close to US\$200 million of private sector capital and positively impacted over 80 million direct and household lives. IIX has received numerous awards for its work including the Oslo Business for Peace Award, the 'Nobel Prize for Business.' You can find out more about IIX [here](#).

For more information, please visit [www.ixglobal.com](http://www.ixglobal.com).

### **About a career with IIX:**

You will join a highly effective team that provides you with an un-paralleled hands-on exposure to the Impact Investing and Social Finance space. You thrive in tackling development issues and excel in creating solutions using structured strategies and unprecedented programs that address and solve the world's most pressing problems, from food security to inclusive finance to clean energy. You aim to become a global development leader who has a passion for international development and to get involved in work that makes a difference.

Some of our clients include foundations such as the Rockefeller Foundation and Bank of America-Merrill Lynch Foundation, corporations such as Standard Chartered Bank and KKR, international non-profits such as Oxfam and World Vision, multilateral institutions such as the Asian Development Bank, UN Agencies such as UNDP, and government agencies such as USAID and SIDA.

### **About the role:**

IIX is seeking a Content and Media Manager to help the company strategize and deliver cutting-edge ideas and world class content to leaders in the sustainability industry. You will tailor content to specific audiences, and align it with business objectives, provide vision and strategy development, production and distribution across multiple platforms. You will bring new ideas and digital innovation to our thought leadership approach, adapting content to be agile and impactful across several mediums.

This position will be responsible for supporting the various departments in marketing tasks and coordinating marketing projects and webinars while ensuring effective short term content development and

dissemination. This role requires a 'hands on', conscientious and self-motivated individual who consistently meets objectives and timescales. Being naturally organized and able to manage multiple projects and outside contractors at the same time is essential. This is an exciting opportunity in a demanding, but very rewarding role, within a fast-growing company.

**Specific scope includes:**

- Strategize and execute a content plan across multiple channels
- Manage a high quality content rich marketing that attracts audiences to our online and offline channels.
- Comfortable in taking niche ideas to the mass market
- Produce, edit and proof-read copy as needed
- Liaise and network with a range of stakeholders including potential partners, colleagues, suppliers and press.
- Maintain and improve relationships with our regional media and press partners to increase exposure of our campaigns and events.
- Execute deadlines on marketing materials either directly or through multiple vendors and maintain the vendor relationships for time bound completion of tasks.
- Able to manage freelance social media and website contractors.

This position is based in the Singapore headquarters.

**To be a successful candidate with IIX, you should be:**

- Experience in doing similar work
- Highly organized and with excellent attention to details.
- Experience in content crafting and curation
- Good understanding of the media world and knowing how to navigate it
- Proactive and able to work autonomously without being nudged or reminded about tasks and responsibilities.
- Able to manage multiple tasks simultaneously under deadlines and pressure.
- Able to anticipate potential problems and know when to ask for help.
- Can create effective partnerships to grow the content dissemination
- Microsoft Word, Excel, Powerpoint and Google Drive.
- A great communicator - via email, by phone and in-person.
- An excellent negotiator, and is resourceful and relentless in trying to get to a solution.
- Able to understand that the world of marketing is not a 9-5 job, and is reachable all the time.
- Professional in appearance and demeanor, comfortable dealing with high-level executives globally.
- Fluent in English with another language would be a benefit.
- Knowledge in the development and finance space will be an advantage.
- Strong passion and belief in doing good (yes, we value idealism!)

**Requirements:**

- Diploma or Degree in Mass Communications, English, Journalism or related field preferred
- Minimum 5 years of proven work experience in media, content or PR agency
- Knowledge of online content strategy and creation

- Excellent writing, editing and proofreading skills in English.
- Must possess computer skills, including, but not limited to, use of Microsoft Word, Photoshop and Microsoft Excel.
- Proficient in using digital media and social media platforms and adapt to new platforms as part of job scope.

**Submission:** Please submit a resume, cover letter, your college/university transcripts and writing samples to [jobs@iixglobal.com](mailto:jobs@iixglobal.com). We would also like you to submit up to three writing samples, so we can get an idea of your best work. Feel free to include links to your content or portfolio in your application.

Qualified candidates will be considered and contacted by a member of the IIX team for an interview to discuss your skills, interest and experiences. You will also be requested to complete a writing exercise and a marketing skills exercise.. IIX is an equal opportunity employer.