



Open Position: Associate, Research and Advisory, IIX
Call for Applications

About IIX:

[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](#) and the Women's Catalyst Fund, operated award-winning enterprise technical assistance programs such as [IIX ACTS](#), and established an [Impact Institute](#) and [Research & Advisory](#) to build the sustainable investing market. To date, our work has spanned **53 countries**, unlocked **US\$215 million** of private-sector capital, and positively impacted over **87 million** direct and household lives, and avoided over 1.2 million tons of carbon dioxide emissions. The foundation of IIX's work is [IIX Values](#), the world's first impact verification solution for every organization, which effectively measures the social and environmental impact of an investment and gives value to the voices of the underserved. IIX has received numerous awards for its work including the Oslo Business for Peace Award, the 'Nobel Prize for Business.'

For more information, please visit www.iixglobal.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 will thrive in applying finance skills to tackle development issues and excel in creating solutions using structured strategies and innovative programs that address and solve the world's most pressing problems, from food security to inclusive finance to clean energy. You will become a global development leader who has a passion for international development and to get involved in work that makes a difference.

When you join IIX, you embark on a rewarding career where we are heavily invested in your professional development, as we will build on your strengths and help you gain new skills with training, coaching, encouragement and guiding you in the right direction. It is a value addition to advance your career, providing you invaluable exposure to the rapidly growing impact investing space.

You WANT to instigate change.

Thus, as a successful team member, you should be:

- **Mission driven:** Commitment to social finance and impact investing as a path to unlock society's potential to effect social change is essential for a happy and successful tenure at IIX.
- **Results oriented:** At IIX, we manage toward impact maximization and produce measurable returns – both social and financial. These results strengthen the ecosystem and transform existing realities by helping impact enterprises magnify their impact and scale.
- **Resourceful:** While IIX is a seasoned stakeholder in the impact enterprise and impact investing space in Asia, we pride ourselves on creating new opportunities. Being resourceful and skilled at mobilizing human, financial and political resources to achieve IIX's mission is a key part of the role.

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 seeks an Associate for its Research and Advisory (R&A) Team. We are looking for a communicator, a thinker and a doer who naturally builds relationships that lead to results. You will be able to transition seamlessly from thinking strategically about new business relationships (with donors/clients/investors/INGOs) to managing the relationships and executing new pilot initiatives. We have a small and energetic team, and this is a roll-up-your-sleeves kind of role. We want someone who first and foremost has a positive attitude and is passionate about growing the space through IIX's work. In addition, she/he is creative, a problem solver, who knows how to push the envelope, and is an incredibly fast learner.

Responsibilities:

- Assist the R&A Director and Manager in pursuing strategic, organization-wide business development initiatives
 - Support in sourcing, preparing and submitting requests for proposal (RFPs) and expressions of interest (EOIs) from global and regional tendering organizations
 - Assist in pitching, winning and executing new R&A projects
 - Help prepare internal strategic business development materials
- Support the R&A team in executing client engagements
 - Oversee a team of analysts and interns in fulfilling the agreed scope of work with clients and coordinate with the R&A Director and Manager in ensuring project timeline compliance
 - Conduct interviews and outreach to respondents and other key project stakeholders
 - Review the work of analysts and interns and ensure they comply with internal standards and best practices prior to submission to the R&A Director and/or Manager for further review
- Help coordinate internal stakeholder management
 - Serve as the R&A team's primary point of contact in interfacing with associates from other teams
 - Provide mentorship to the R&A team's analysts and interns

Required Qualifications:

- At least four (4) years of combined experience in research, consulting or management consulting work
- Excellent research and technical writing skills (applicants will be required to submit past writing outputs and may be asked to undergo additional writing tests, at the behest of the R&A Director and Manager)
- Outstanding presentation and communication skills, with a demonstrated ability to present complex ideas and voluminous pieces of information before internal and external stakeholders in an insightful and structured manner; fluency in English is a must
- Extensive experience in using MS Office applications (Word, Excel and PowerPoint)
- Strong interpersonal skills and ability to work well with a diverse group of stakeholders across national boundaries, from public bodies and policy makers to social entrepreneurs to large, international private corporations
- Highly-entrepreneurial mindset: a self-starter able to make sense of and comfortable working in a dynamic, relatively flat and non-hierarchical environment
- Has experience managing and mentoring younger colleagues; demonstrates leadership in words and actions
- Desire to work in a collaborative, high-performing team environment, able to build relationships across teams; must be a team player who is self-motivated and has a positive attitude towards work

- Culturally sensitive; can work in a highly multicultural environment
- Has a passion towards finding innovative, market-based solutions to the world's most pressing development challenges, with a view towards maximizing social and environmental impact while ensuring financial sustainability

Additional Desired Qualifications:

- Bachelor's degree in Economics/Development Economics, Business Management, International Relations, Finance or related disciplines; a graduate degree in the aforementioned disciplines is a big plus
- Past experience working at/working with international and regional development/financial/aid organizations, as well as highly reputable international management consulting firms (MBB/Big 4 auditing firms), is a big plus
- Professional or academic experience with IIX sector specializations, namely, inclusive finance, renewable energy, technology access, healthcare, education, water and waste management, sustainable agriculture
- Fluency in one or more international/regional languages
- Experience of living or extensive travel in developing countries; field experience in the region working with impact enterprises, startups or international NGOs is a big plus

Submission: Please submit a cover letter and a resume to jobs@iixglobal.com; an assessment test will also be required if you are shortlisted. Qualified candidates will be considered and contacted by a member of the IIX team for interviews and discuss your skills, interest and experiences. IIX is an equal opportunity employer.