

SOCIAL CAPITAL FOUNDATION

Position: Social investment and program manager

The Foundation

Social Capital Foundation is a Dutch family Foundation founded in 2011. Its mission is: a) *to reduce global poverty and inequality in a sustainable manner through the creation of opportunities and to encourage self-reliance for individuals and communities in the broadest sense of the word; and b) to cooperate with and support other social organizations that pursue the same objectives.*

SCF supports the work of social impact first organizations that directly implement development programs and builds long-term partnerships with them. These organizations could be international NGOs, local NGOs, community-based organizations or social enterprises. SCF offers a unique added-value collaboration model consisting of:

1. Venture philanthropy. SCF operates as a social investor focused on impact, providing flexible funding (grants, soft loans) adapted to a partner's needs, following the principles of adaptive management.
2. More than finance. SCF offers non-financial support to enhance a partner's program and strategy (strategic advice, tech tools, capacity building, monitoring and evaluation, others) as well as providing access to knowledge that aims to maximize social impact.
3. A practitioners network. Partners become part of the SCF network where they exchange knowledge and best practices with similar organizations.

The Foundation has the following objectives for the coming years:

- Bring access to life-changing economic opportunities to people living in poverty, and to do this in a sustainable way, one that is grounded in people's own capacities and that will contribute to their self-development and to their communities.
- Build a network of specialized partners that are eager to collaborate, learn, share knowledge and inspire others.
- Foster and spread 'globally best' solutions, making them widely available to other organizations (open source).
- Scale impact by fostering collaboration and cross-learning.

Type of actions/projects funded by SCF:

- Community income generation programs. These are programs run by NGOs or social businesses that aim to increase economic opportunities for people and communities living in deep poverty.
- Small enterprise growth programs. These are programs that support small enterprises with the potential to grow, by providing financial resources and business development services.

The geographical focus of organizations that will be funded by SCF from 2020 to 2025 is in East Africa and Central America.

The position

SCF is looking for a social investment and program manager who will be engaged in the foundation's overall daily activities. In particular, the person will support SCF in its relationships with partners, design and manage the Foundation's social investment projects and programs, and assist in the implementation of the learning and knowledge-sharing activities promoted by the foundation. The person will report to the Executive Director.

Location: Madrid or Amsterdam.

Main responsibilities:

To find, select and perform due diligence on new partners. This involves:

- Pre-selection of potential partners;
- Assessment of potential partners' strategies and impact, programs and systems;
- Analysis of social investment operations (reimbursable grants, concessional loans, equity investment), defining the terms of investments to support the partner effectively;
- Ensuring the partner's portfolio is coherent with SCF's strategy and model.

To provide support in managing a trustful and effective relationship with partners. This involves:

- Assisting partners in project design and implementation;
- Identifying non-financial needs and building effective actions to support them (tech tools, capacity building, monitoring);
- Monitoring of projects and partners and impact measurement.

To assist in the revision and actualization of SCF's program management processes and systems. This involves:

- Implementing project management tools and improving the application of tech tools where appropriate;
- Ensuring SCF's internal administrative systems and support documents are updated and clear.

To support the implementation of SCF's learning and knowledge strategy. This includes:

- Identifying and engaging with local and international experts and building partnerships with knowledge providers (experts, universities, corporations, etc.);
- Building capacity and managing monitoring and learning activities at partner/program level;

Designing and implementing actions to build the partners network (webinars, meetings, collaborative projects, etc.).

The design and implementation of actions to apply useful learning/knowledge across the activities of both SCF and its partners;

Other tasks include:

Supporting communication and marketing activities such as updating the website, newsletters, etc.;

Providing support to the Executive Director in the daily activities of the foundation.

The candidate will be expected to undertake international travel to visit organizations onsite when necessary.

The person

The successful candidate will have:

Core experience:

- Demonstrable relevant experience of 5 to 10 years;
- Experience in the design, management and implementation of development programs, including living in, or frequent traveling to, developing countries;
- Experience in some of the following topics: income generation including rural development, small enterprise development, microfinance and social finance, social businesses, value chain development, entrepreneurship, youth employment;
- Experience in social investment: the financial analysis and management of social investments.

Valuable experience:

- Experience in knowledge management, learning platforms, writing technical publications;
- Experience in impact monitoring and evaluation;
- Experience in managing multi-stakeholder partnerships or projects.

Education:

- Master's Degree in Business Administration, International Development or similar discipline;
- Specialized education in finance, impact investing, social finance is valued.

Personal characteristics:

- Passionate and committed to development, social impact and solidarity;
- Self-starter, critical thinker, committed to results;

Job profile

- Excellent analytical skills and learning mindset; shows attention to detail.
- Strong interpersonal and communication skills (particularly writing);
- Is discreet and of the utmost integrity, adheres to the highest ethical standards and has a strong moral compass;
- Proficiency level English; good level of Spanish is valued.

Remuneration

A competitive package including a market rate base salary. SCF offers flexible working conditions.

Please, send cover letter and resume to info@socialcapitalfoundation.org before 15th July.

26th June 2020