

## POSITION DESCRIPTION

Title: Portfolio Manager, WaterCapital  
Category: Full-time, Exempt  
Reports to: Director of Portfolio Development, WaterCapital  
Location: Preference for Kansas City, MO  
Will Consider Washington, DC  
Effective: October 2016

### Introduction

663 million people – about one in ten – lack access to safe water. 2.4 billion people don't have access to a toilet. We are working every day to change this. We are Water.org. We're here to bring water and sanitation to the world. We want to make it safe, accessible and cost-effective because we believe that water is the way to empowering a better life that we can all share in, worldwide. We are an international nonprofit organization based in Kansas City, Missouri that has positively transformed millions of lives around the world through access to safe water and sanitation. Founded by Gary White and Matt Damon, we have been pioneering innovative, sustainable solutions to the global water crisis for more than 25 years, giving women hope, children health and communities a future. Visit us to find out 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.

### Summary

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 primary purpose of this role is to develop and monitor a strong investment portfolio that will enable WaterCapital to reach long-term impact investing goals. In collaboration with other members of the Investment 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, 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 portfolio monitoring and risk management, as well as reporting.

## **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 in collaboration with 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.
- Support 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.

### *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.

**Scope Data:** This is an individual contributor position with no supervisory responsibilities.

### **Skills and Competencies**

- **High degree of Excel proficiency** - the ability to create and maintain spreadsheets with accuracy.
- **Financial Presentations** - Aptitude for presenting financial information in understandable formats for multiple audiences.
- **Strategic Mindset** – Seeing ahead to future possibilities and translating them into breakthrough strategies.
- **Being Resilient** – Rebounding from setbacks and adversity when facing difficult situations.
- **Customer Focus** – Building strong customer relationships and delivering customer-centric solutions.
- **Nimble Learning** – Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder.
- **Drives Results** – Consistently achieving results, even under tough circumstances.
- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives.
- **Self-development** – Actively seeking new ways to grow and be challenged using other formal and informal development channels.
- **Optimize Work Processes** – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- **Manages Ambiguity** - Manages ambiguity by operating effectively, even when things are not certain or the way forward is not clear.
- **Instills Trust** – Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Financial Stewardship** - Demonstrates fiscally responsible decision making as applicable to one's role.

### **Qualifications –**

- MBA or comparable Master's degree.
- Minimum of 5 years of relevant experience in finance/investment.
- Preferred 2+ years of international experience in finance/microfinance/social investment, ideally in South or Southeast Asia.
- Experience with due diligence and analysis of investment opportunities, preferably in financial institutions, microfinance institutions and/or other enterprises in developing countries.
- Experience in the water and sanitation sector is an advantage.
- Experience building and/or managing investment portfolio monitoring systems.
- Familiarity with legal documentation common to debt and equity transactions.
- Demonstrated flexibility and success in rapidly changing environments.
- Demonstrated ability to design, launch and scale new projects and initiatives.

**Travel Requirement** – The position will require extensive domestic and international travel (up to 35%), particularly in the early stages of portfolio development.

**Salary/Benefits**

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for merit and incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development.

**Application Information**

Please apply at <http://water.org/about/careers/>

*Water.org is an equal opportunity employer and is committed to providing an inclusive environment. We do not discriminate on the basis of race, color, religion, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, pregnancy status, military and veteran status, genetic information, and any other status protected by law. We provide qualified applicants and employees reasonable accommodation, when necessary, to enable individuals to complete the application process and/or perform the essential functions of the job.*