



## **Investor Relations Executive (Mauritius)**

### **OUR CLIENT**

Our client is a leading development finance company that focusses exclusively on investing in emerging businesses. The client manages several funds and programs on behalf of international development finance institutions, development organizations, foundations, large companies and private funders. With on-the-ground local teams in 13 countries in Africa and the Middle East, our client has done over 500 investments in local small and growing businesses so far, sustaining more than 25,000 jobs.

Our client invests in start-up and growing businesses at the base of the SME pyramid. These owner- operated businesses typically lack track record and collateral but are deemed viable with the appropriate business support. Our client invests through the integrated provision of business skills, market linkages and risk capital and in ways that are financially sustainable. Our client's investments are typically structured as medium-term risk capital typically through a self-liquidating 'mezzanine' instrument with repayment linked to the cash flow of the investee. They manage risk through on-the ground teams and proven investment and support processes and have adopted a fully integrated approach to responsible investment, with ESG considerations at each step of the investment process to maximize impact and mitigate risk.

### **Job Summary**

The Investor Relations Executive (IRE) is accountable for driving and implementing company Investor and Funder Relations programme including investor and funder targeting and formulating an investment case for raising capital for funds and grants for SME Business Support Facilities. The IRE acts as Key company Liaison to develop and maintain company's partnering relationship with a range of investors and funders.

### **The Role**

- Lead fundraising (both capital and grant) projects in line with company's mission and longer- term plans.
- Proactively identify new fundraising opportunities.
- Be actively engaged with both existing and new investors and funders.
- Coordinate fund and program structures, Investors and Funders Due Diligence documentation and terms.
- Lead finalization of fund and program mandate with investors and funders, communicate mandates to relevant Internal Stakeholders.
- Develop and implement funds' and programs' marketing activities such as Road Shows and marketing materials, presentation packs in liaison with the Marketing and Investment

Functions.

- Act as Key company liasion and coordinate communication programme for investors and funders including presentation of reports, attending to investors/funders queries, requests and feedback.
- Act as trusted advisor to company leadership team for developing the fundraising strategy.

**Primary Relationships**

The position reports to the Chief Executive Officer (CEO) of the group. Within the organisation, the position has primary working relationships with the company leadership team and functional executives. Outside of the organisation the position has primary working relationships with investors, funders and stakeholders engaged in the SME and impact investment eco system.

**Key Accountabilities and Responsibilities**

Accountabilities	Responsibilities
<p><b>Lead fundraising projects in line with company’s mission and longer- terms plans</b></p>	<ul style="list-style-type: none"> <li>• Plan for and lead all fund (capital and grants) raising programmes in a manner that ensures that their objective is met as efficiently as possible</li> <li>• Identify new fundraising opportunities</li> <li>• Build and maintain an effective network for investor and funder introductions</li> <li>• Develop and execute funds’ and programs’ marketing activities such as campaigns, road shows, investor conferences, meetings both on-site and off-site</li> <li>• Develop marketing materials such as proposals and presentation packs in liaison with the Marketing and Investment Teams</li> <li>• Lead finalization of fund and program mandates with investors and funders</li> <li>• Communicate mandates to relevant Internal stakeholders</li> <li>• Develop and manage investors’ targeting and tracking system for analytics reporting.</li> </ul>
<p><b>Advise Leadership Team for developing/reviewing fundraising strategy</b></p>	<ul style="list-style-type: none"> <li>• Provide strategic input for devising company’s fund raising strategy</li> <li>• Develop policies and guidelines that support ‘best-in class’ investor relationship management</li> <li>• Provide regular feedback to LT Members and other stakeholders on investors/funders community perception of company, concerns and investment/funding criteria</li> <li>• Advise on market conditions and competitive intelligence</li> <li>• Report on Investors/Funders Objectives progress status</li> </ul>

<p style="text-align: center;"><b>Develop and Maintain company's partnering relationship with a range of investors and funders</b></p>	<ul style="list-style-type: none"> <li>• Develop and Manage the global investor relations with a long-term perspective</li> <li>• Identify, cultivate and manage existing and potential investors and funders to ensure company's pool of capital is fit for purpose</li> <li>• Coordinate company's communication program to investors</li> <li>• Working with the Marketing and Communication Team to maintain and improve relations and communications between company and the Investors/Funders Community</li> <li>• Respond to Investors/Funders routine inquiries in a timely manner</li> <li>• Work with other functions in creating company's external and internal messages and in ensuring that all company external and internal communications are integrated and consistent.</li> <li>• Develop and maintain the Investor Relations section of company's external website</li> <li>• Liaise with Investors/Funders to develop and implement joint-PR strategy</li> </ul>
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**Work Level**

The Investor Relations Executive (IRE) role is a Work Level 3 role. The theme of the work is 'Systematic Co-ordination'. Level 3 managers commonly lead an operating unit or department and juggle competing resource requirements to deliver a balanced co-ordinated service or set of results. The role holder will be expected to pull together the work of people, departments and processes. They will be expected to achieve continuous levels of improvement and increased productivity, manage and deliver to budget, and perhaps manage projects and capital expenditure. Level 3 managers are often responsible for a flow of interrelated problems that need to be prioritized and solved using the resources of the team.

They will use analytical skills to identify patterns and trends in the performance of key performance indicators and will put plans in place to improve performance. The focus of the role holder is upon the present, with some contribution to the future, which involves being consulted on, or involved in, developing policy and strategy. The Time Span of Discretion will extend from one to two years.

**Ideal Profile**

Our client is a mission-driven for profit development finance organisation that is run on strong commercial principles. We recruit people that believe in the power of capital and market development to do bring about positive change in local communities.

It employs people who are passionate about the sector and what it does, strong on ethics and committed to the success and sustainability of its clients and of the company.



The company works with local entrepreneurs who are looking to professionalise and grow their businesses. It supports them with practical, specific and relevant business advice. This requires it to be accessible, down-to-earth, pragmatic, hands-on, professional, respectful and honest.

Our client aims to develop long term relationships with its employees. The company invests in its employees for the long term and offers a solid career in an organisation that is at the forefront of impact investment. Learning is part of their company culture. Each employee, at every level, is conscious of the need to continuously raise her/his knowledge and skills. The willingness to learn is therefore a non-negotiable condition of employment.

### **Required experience, qualification and skills**

- Advanced degree in a related field is required.
- At least 5 years of experience, with a demonstrated track record in raising capital gained either within a fund management environment, non-profit organisation or similar entity.
- Stellar performance in previous roles including knowledge of finance, fund modelling, funding markets, investment and development
- Demonstrable experience of financial communication, marketing and media relations
- An eagerness to work across time zones and travel internationally, with a spirit of adventure
- Quick grasp of concepts and being able to communicate them effectively to investor and funder audiences.
- The ability to work in a small team from varied cultural backgrounds to attain goals, take on great responsibility and be able to exercise sound commercial judgement;
- Exceptional interpersonal and communication skills, both verbal and written
- A strong network of development finance institution, development organisation and private investor relationships is essential.
- A demonstrable interest in the SME Impact finance market

### **Compensation**

The company offers competitive compensation for the development finance sector that will be commensurate with experience. Compensation includes a comprehensive package that includes an annual bonus target on achievement of individual and institutional goals.

### **To Apply**

Please send your updated resume to [hello@talentstoneafrica.com](mailto:hello@talentstoneafrica.com)