

Portfolio and Project Manager

INTRODUCTION

RENEW offers a rare opportunity to join an investment firm working on the front lines of impact investing in Africa. Our firm manages the Impact Angel Network, one of the largest North American-based angel networks for Africa. In this capacity, we facilitate investments in promising small and medium enterprises in frontier markets. We also work with other investment firms and development organizations with the aim of creating market leaders while generating both attractive financial returns and head-turning social impact in countries across Africa. Our mission is to generate superior financial returns and positive social impact for our investors by turning SMEs into market leaders.

At RENEW, we invest with the goal of creating highly profitable, well-run, impactful companies across the African continent. We believe that investing in local SMEs is the most effective way to catalyze economic growth and impact the life of the average person. We foresee that the success of our portfolio companies will inspire a greater spirit of entrepreneurship and enable communities to continue making strides towards economic self-sufficiency and prosperity.

RENEW invites driven and like-minded professionals to apply to join us in pursuing this mission. We are seeking talented Ethiopian candidates for the position of **Portfolio and Project Manager** based in our Addis Ababa office.

JOB DESCRIPTION

Hours: Full-time

Primary Location: Addis Ababa

DESIRED CHARACTERISTICS

RENEW LLC seeks a candidate with the following characteristics:

- Trustworthy, positive, and high energy
- Highly disciplined and detail oriented; able to implement projects and handle multiple tasks
- Analytical and a problem solver
- Emotionally intelligent and comfortable working with multiple cultures
- Self-driven, self-starter that can work well independently and with remote teams
- Highly accountable, flexible and adaptive; completes work on time and does what they say they will do

OVERVIEW OF ROLE

The **Portfolio and Project Manager** is responsible for the overall coordination and project management of one or more of RENEW's portfolio companies, and leading and supporting tasks in RENEW's consulting projects. The ideal candidate possesses the ability to manage multiple projects simultaneously, while ensuring they are delivered with high quality standards and meet management and company expectations. This person must have strong interpersonal and communication skills and the ability to operate in a fast-paced environment where varying strategic and tactical roles, covering business and technology, are commonplace. This person will report to the Sr. Portfolio and Project Manager.

PRIMARY RESPONSIBILITIES

- Develop and maintain positive working relationships with portfolio company teams
- Plan, facilitate and document all portfolio company related tasks and projects

- Work on special projects for portfolio companies
- Manage the pre and post investment process to ensure both RENEW and portfolio company management teams are completing required tasks
- Work with portfolio companies to ensure financial reports and other information is available in a timely manner for RENEW's Investment Committee and investors
- Prepare investor reports
- Coordinate and perform primary and secondary research on markets related to potential investments
- Source new opportunities for RENEW's pipeline
- Lead and support other teams in the implementation of consulting project activities

QUALIFICATIONS

Based on RENEW's experience, we believe candidates with the following qualifications are likely to be most successful:

- Bachelor's degree in Business, Economics, Accounting or related discipline
- 5+ years of work experience in the private sector
- Expert-level financial, analytical and project management skills
- Excellent writing and communication skills in English
- Excellent ability using Microsoft Excel, Word and PowerPoint

LOCATION AND TRAVEL OPPORTUNITIES

The position is based in Addis Ababa, and includes some travel within Addis Ababa and to other cities in Ethiopia, as needed.

DURATION

Minimum 3-year commitment; full-time job.

COMPENSATION

Modest starting salary. However, this is a career-track role with potential for raises, promotions, and bonuses based on performance and results.

ABOUT RENEW

RENEW has been facilitating impact investments in East Africa and Asia since 2008. Our team of investment, marketing, business and legal professionals is located in Addis Ababa, Ethiopia and the United States. We invite you to learn more about RENEW by visiting our website www.renewstrategies.com and viewing the following videos:

RENEW & IAN Portfolio: [7 Companies, 1,161 Jobs](#)

An Introduction to the IAN: [How the Impact Angel Network Makes Investments in Africa](#)

APPLICATION PROCESS

RENEW invites qualified applicants to submit to renew@renewstrategies.com a CV, along with a cover letter describing his or her qualifications related to the requirements for this position, salary expectations and reasons for applying. Applicants should include their undergraduate and graduate GPAs in their CVs. We may request a writing sample, references, a case study quiz and other materials from candidates who advance through the application process.

A friendly suggestion to candidates: Please pay attention to details and follow instructions, providing the information requested. **Only complete applications will be considered.**

Application Timeline: We plan to post this opening until March 31, 2017; however, we may begin considering and interviewing candidates on a rolling basis as early as the post date.

No agencies please.