

## BASIC INFORMATION

**Position:** Programme Coordinator, Mission-Related Investments (MRI)

**Team(s):** Finance, Investments & Operations

**Reports to:** Representative, Mission Related Investments

**Based in:** The Hague, The Netherlands

**Budgeted salary:** Korn Ferry Level 15 (EUR 61,000) gross per year

**Anticipated start date:** April 2024

## ABOUT THE FOUNDATION

Our mission is to contribute to inclusive societies where all children and communities can flourish. We do this through three main activities:

- *A Good Start.* Giving all children a good start in life sets the foundation for inclusive societies. Through our flagship programme on early childhood development, we work globally to improve the wellbeing of babies, toddlers, and their caregivers. We provide investment and knowledge to help leaders develop and scale effective policies and services.
- *Van Leer Institutions.* We believe the human sciences and the arts are powerful tools to promote inclusive societies because they can help make space for divergent views and mutual understanding. This underpins our support for the Van Leer Jerusalem Institute and Jerusalem Film Center. We support both through recurring annual grants.
- *The Endowment.* We rely on our endowment to finance our philanthropic activities and do not raise funds. The endowment invests in a highly diversified portfolio of public market equity and debt and has a substantial allocation to private equity. The full portfolio is screened to meet ESG criteria. We also have an allocation for mission-related investments (MRI) through which we invest in funds aligned with the UN Sustainable Development Goals closest to our work on early childhood development.

## THE TEAM

Putting our values of fairness, creativity and service leadership into action, our team works with partners worldwide to bring our mission to life. The team consists of 40+ professionals representing more than 20 nationalities. We have offices in Brazil, India, Israel, Jordan, and the Netherlands. The team has a wide array of expertise including in early childhood development, urban planning, effective philanthropy, public policy, executive education, monitoring and evaluation, advocacy, strategic communications, impact investing and financial management.

## THE POSITION

The position of MRI Programme Coordinator is a new role that supports the MRI Representative in executing the Foundation's 2024-2028 MRI strategy. The role has a focus on, but is not limited to, supporting the impact investment process and the coordination of technical assistance to

selected MRI partners.

By helping to establish and maintain strong relationships with new and existing MRI partners, the role plays an essential part in the portfolio's ability to effectively deploy new investment capital and support the (social) impact of existing partners.

The role spans financial / investment activities, as well as ESG and social impact aspects.

## **PRINCIPAL RESPONSIBILITIES AND TASKS**

1. Supports the MRI Representative to identify, cultivate and maintain ongoing relationships with fund managers and industry professionals as well as reviewing early-stage investments:
  - Attends various industry investment forums (GIIN, Phenix, EVPA) alongside the MRI Representative.
  - Helps keep a quarterly up-to-date pipeline of global impact investment opportunities across selected Van Leer Sustainable Development Goals.
2. Supports coordination of relevant investment due-diligence activities (i.e., financial, investment, operational, ESG and impact):
  - This includes support with follow-up activities, such as: synthesis of due-diligence meetings (c.20 meetings for one investment), evaluation of selected data room documents including but not limited to investment and impact processes, cashflow projections, ESG practices, etc.
3. Post investment, supports MRI Representative to monitor and maintain regular engagement with investment General Partners (c. 8-10 GPs) and underlying portfolio companies or projects (c.10-15 projects):
  - Participates in update calls and helps to collaborate on mission-aligned topics.
  - Coordinates and initiates activities with internal technical assistance team and external partners to provide technical assistance, engage to strengthen impact goals and share learning.
  - Contributes to the monitoring of the MRI portfolio learnings, including development of yearly reporting and recording of overall MRI portfolio progress across specific indicators.
4. Supports the project management, content development and/or coordination of larger strategic initiatives where our learning and insights are used to inspire and inform more and larger investors.
5. Supports the MRI portfolio internal and external communications:
  - Captures and drafts partner spotlights, blogs, and success stories.
  - Takes part in internal meetings alongside MRI Representative (e.g. theory of change workshops and other strategic meetings).

6. Undertakes the research and support work for other projects as directed by MRI Representative (e.g. collating ESG best practices, researching/ benchmarking other foundations' MRI practices, administration process of certain supporting grants).

## **PROFESSIONAL CONTACTS**

- Inside the Foundation:
  - o MRI Representative, programme team members, finance, investment and operations team members, administration team.
- Outside the Foundation:
  - o Other foundations, impact investment managers, specialised legal, due diligence and financial consultants, portfolio companies.

## **QUALIFICATIONS, SKILLS, AND COMPETENCIES**

- 3-6 years of work experience in finance, accounting, banking, consulting, philanthropy, ESG or impact investing, corporate sustainability or similar.
- Undergraduate degree in finance, economics, social sciences, or related fields.
- Experience with how investment capital can play a role in social change processes.
- Working knowledge of investment management. Some experience in conducting due diligence on fund managers would be preferred. CFA or other advanced accounting degree welcome but not required.
- Self-sufficient with advanced stress management and excellent project management skills.
- Ability to be detail-focused and solutions-oriented and a commitment to accuracy.
- Excellent interpersonal skills, ability to communicate effectively and fluently with a wide variety of stakeholders, internally and externally, and to incorporate feedback.
- Passion for the Foundation's mission and a desire to make a positive impact on the lives of young children and their families.

### **Organisational competencies:**

Teamwork, learning ability, results orientation

### **Job-specific competencies:**

Analytical, planning and organising, written communication

## **HOW TO APPLY**

To apply for this position please send an email before 1 January 2024 23:59 GMT to [pcmri\\_vacancy@bvleerf.nl](mailto:pcmri_vacancy@bvleerf.nl) clearly confirming your eligibility to work in the Netherlands (including, if applicable, type of visa), earliest convenience start date, letter of motivation and CV.