

## **Project Coordinator (Temporary: 6-months)**

### **The Role:**

RENEW offers a rare opportunity to join a rapidly growing impact-focused consulting firm working on the front lines of some of the fastest growing economies in Africa. Since 2012, RENEW has been pioneering an innovative blended-finance model that focuses on high-potential small and medium enterprises (SMEs) trapped in Africa's missing middle. RENEW's model enables its investors, members of the Impact Angel Network (IAN), to investment in deal sizes that are smaller than those of traditional equity funds operating in the region. RENEW then helps these companies scale through a systematically applied, hands-on active management approach. As a result of our investment work in Ethiopia, RENEW and the IAN have become the most active investment firm in Ethiopia and the IAN has grown to become the largest North American angel network dedicated to investing in SMEs in Africa.

At RENEW we have a deep belief that drives our work: At RENEW we focus on opportunities in developing nations rather than on problems. When invest rather than provide handouts. We find promising businesses in Africa, connect them to investors around the world and grow them into world-class companies. We do this because we believe that many growing businesses together create the engine that lifts entire nations out of poverty.

Our vision is to be investing in 20 countries across Africa, to grow the IAN to over a thousand members, and build hundreds of market-leading companies across the continent of Africa.

In candidates, we look for those who align with our values. At RENEW we value loyalty, hard work and a trailblazing attitude; we welcome challenges! What we do is not easy, but it is rewarding. We hire those who are committed to their work and take pride in what they do. We want to work with team players that we enjoy debating with, working through complicated problems, and having fun on the job. The people that flourish at RENEW are mission-driven and see the big picture and the long-term impact of their work. They roll-up their sleeves and do the dirty work and are also able to polish up and mingle with investors. And above all, we seek those that are selfless and will always put our investors first, have integrity and are trustworthy.

RENEW invites driven and like-minded professionals to apply to join us in pursuing this mission. At this time, we are seeking talented candidates for a temporary, 6-month position to act as a Project Coordinator for the Accelerating Business Growth (ABG) Project. Candidate will report directly to RENEW's Senior Project Manager (SPM).

### **Responsibilities:**

This position will be responsible for carrying out a specific set of projects over the course of the 6-month term, in partnership with the Project Management unit.

- Support the SPM to define, develop, and roll out data collection and analysis for the ABG project.
- Conduct data collection activities with portfolio and non-portfolio companies
- Conduct meetings, surveys and interviews with the targeted audience to gather key KPI data for the project
- Analyze data and findings

- Input and manage key performance data within RENEW's project tracking system
- Assist SPM in preparing quarterly reports on the progress of project activities to key stakeholders of RENEW
- Participate in regular project meetings, and provide insight and input to the senior management team

**Qualifications:**

- Completion of or pursuing undergraduate degree, preferably in a business field
- Project management certification or training a plus
- Demonstrated ability to collect data and conduct research
- Demonstrated ability to analyze and organize data
- Demonstrated excellence and efficiency in written communications in English
- Demonstrated enduring passion for harnessing the power of business for good
- Demonstrated self-starter, capable of working independently with minimal supervision
- Experience in managing a development project in Ethiopia is a major plus

**Location and Travel Opportunities:**

The position is based out of RENEW PLC's Addis Ababa office.

Candidates may be required to perform local travel within Addis Ababa.

**Compensation:**

Candidate will be compensated competitively and commensurate with experience.

**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 offices in Ethiopia and the United States.

We invite you to learn more about RENEW by visiting our website [www.renewstrategies.com](http://www.renewstrategies.com) and viewing the following videos.

*Three RENEW Portfolio Companies: [Real Story of Real Investments](#)*

*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](mailto:renew@renewstrategies.com) a CV, along with a cover letter describing their qualifications related to the requirements for this position, their salary expectations and the reasons for applying. Applicants should include their undergraduate and graduate GPAs in their CVs.

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

We may request a writing sample, references and other materials from candidates who advance through the application process.

**Application Timeline:** RENEW plans to post this opening until May 18th and begin interviewing candidates on a rolling basis as early as May 7th.

No agencies please.