



# Secretary, Member of the Board of Directors

## Position Profile

### About the Impact-Linked Finance Fund

The [Impact-Linked Finance Fund](#) provides finance to high-impact enterprises and directly rewards these for positive outcomes generated through their business activities. It was established by [Roots of Impact](#) and [iGravity](#) in order to pool their know-how and activities for implementing scalable Impact-Linked Funds.

The Fund, set up as a Dutch foundation under the legal name of “Stichting Impact-Linked Finance Fund” (ILFF), is acting as a capital provider and knowledge hub for the practice of [Impact-Linked Finance](#). It also advocates for embedding impact-related principles and terms in other areas of business, policy, and finance. Currently, the ILFF manages and implements three funding windows ([Impact-Linked Funds](#)) focusing on providing Impact-Linked Finance to impact enterprises across selected sectors in Africa and Asia.

### Governance

The ILFF is domiciled in Amsterdam, The Netherlands, and is managed by a Board of Directors (BoD). The ILFF operations are carried out by the facility managers iGravity (based in Zurich, Switzerland) and Roots of Impact (based in Frankfurt, Germany) based on individual Impact-Linked Funds. The founders of both iGravity and Roots of Impact are members of the BoD and take on the roles of Co-Chair, Secretary and Treasurer. A third independent member of the board is based in The Netherlands. There is a separate Supervisory Board (SB) which provides overall oversight over the ILFF. [More details on the Fund's governance can be found here.](#)

### Your Opportunity: BoD Secretary

After successfully launching and establishing ILFF and experiencing its rapid growth, the BoD has decided to further strengthen its capacity and capabilities by bringing on two independent members for the BoD Treasurer and BoD Secretary positions.

Since the ILFF is based in Amsterdam, it will be ideal if at least one of the additional BoD members is a Dutch national based in The Netherlands. The profile below describes the main responsibilities of the [BoD Secretary](#). A separate profile has been drawn up for the [BoD Treasurer role and can be found here.](#)



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## Your primary responsibilities

- Being the focal point for the Fund's legal, tax, compliance, KYC, registration, domiciliation, and governance matters.
- Managing the annual planning calendar for the BoD and organizing BoD and SB meetings.
- Preparing the minutes of BoD and SB meetings, and maintaining the archive of the Fund.
- Preparing the BoD resolutions, maintaining an up-to-date register and monitoring implementation.
- Preparing regular update reports (other than program-specific reports which are taken care of by the facility managers), together with the Treasurer for the BoD, the SB and other stakeholders.
- Monitoring, maintaining (in an accessible form) and updating the basic documentation of the Fund as required (e.g., statutes, articles, policies and guidelines, registrations, UBO registration).
- Being the focal point and coordinator for the service providers of the Fund.
- Maintaining the Fund's D&O policy and handling ad-hoc administrative tasks.

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## Your time commitment and compensation

We estimate a time commitment of 2 to 3 hours per week on average and offer you a compensation that is standard for non-profit organizations and aligned with your time commitment.

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## How you can apply

We look forward to receiving your CV and cover letter at [BoD-candidates@ilf-fund.org](mailto:BoD-candidates@ilf-fund.org). In your cover letter, please address the following questions:

- What attracts you to the mandate?
- What are your compensation expectations?
- What other mandates do you hold?
- What is your place of residence?
- What is your earliest preferred starting date?

We are excited to hear from you.