



Chief Operating Officer (COO) / part- or full-time

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. The Fund, set up as a Dutch foundation under the legal name of “Stichting Impact-Linked Finance Fund” (ILFF) was established by [Roots of Impact](#) and [iGravity](#) for implementing scalable Impact-Linked Funds. In a next step, it will also offer its services to other practitioners who want to implement Impact-Linked Funds and position itself as the prime operating platform for Impact-Linked Finance.

Currently, the ILFF manages and implements four funding windows ([Impact-Linked Funds](#)) focusing on providing Impact-Linked Finance to impact enterprises across selected sectors in Africa, Asia and Latin America.

Governance

The ILFF is domiciled in Amsterdam, The Netherlands, and is managed by a Board of Directors (BoD). The founders of both iGravity and Roots of Impact are members of the BoD and take on the roles of Co-Chair. Additional independent, non-executive board members complement and strengthen the board. The future COO will report to the Board of Directors.

Your Opportunity: Chief Operating Officer (COO)/ part- or full-time

After successfully launching and establishing ILFF and experiencing rapid growth, the BoD has decided to further strengthen the foundation’s capacity by appointing a Chief Operating Officer (COO) to manage the Foundation's day-to-day business and support the next scaling phase.

The profile below describes the main responsibilities of the COO in close collaboration with the Board.

Your primary responsibilities

- Managing the day-to-day business of the foundation.
- Supporting the BoD Secretary in the day-to-day work, including:



- 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 meetings.
- Preparing BoD resolutions, the minutes of BoD meetings, and maintaining the archive of the Fund.
- Preparing regular update reports (other than program-specific reports which are taken care of by the facility managers)
- 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).
- Support in the further development of the foundation's risk management framework and internal control systems
- Supporting the BoD Treasurer in the day-to-day work, including:
 - Developing the Fund's financial plan and budget and ensuring that the Fund's expenditures are in line with its financial goals.
 - Ensuring that accurate financial records are maintained and that financial reports are prepared on a regular basis, organizing annual audits.
 - Managing the Fund's bank accounts and overseeing transactions, such as deposits, withdrawals, and wire transfers.
 - Organizing the approval process for in- and outflows
 - Preparing and presenting financial reports to the Fund's Board of Directors and other stakeholders to communicate its financial position and performance, in particular quarterly financial reports, annual reports, and financial forecasts.
 - Maintaining the Fund's financial management, controlling & accounting policies.
- Assumption of all tasks that serve to establish the foundation as prime operating platform for Impact-Linked Finance, incl. ensuring strong and solid processes and systems.
- Marketing and business development with potential new facility managers.
- Onboarding and initial assessment of potential new facility managers.



Your time commitment and compensation

We anticipate that this will initially be a part-time position that will develop into a full-time position within one to two years (as a permanent contractor or employee). However, we are also open to applicants who are seeking a full-time position and are willing to take on additional responsibilities. We offer you a compensation that is standard for non-profit organizations and aligned with your time commitment. Remote working is possible within a time zone of +/- 3 hours CET.

How you can apply

We look forward to receiving your CV and cover letter at board@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.

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