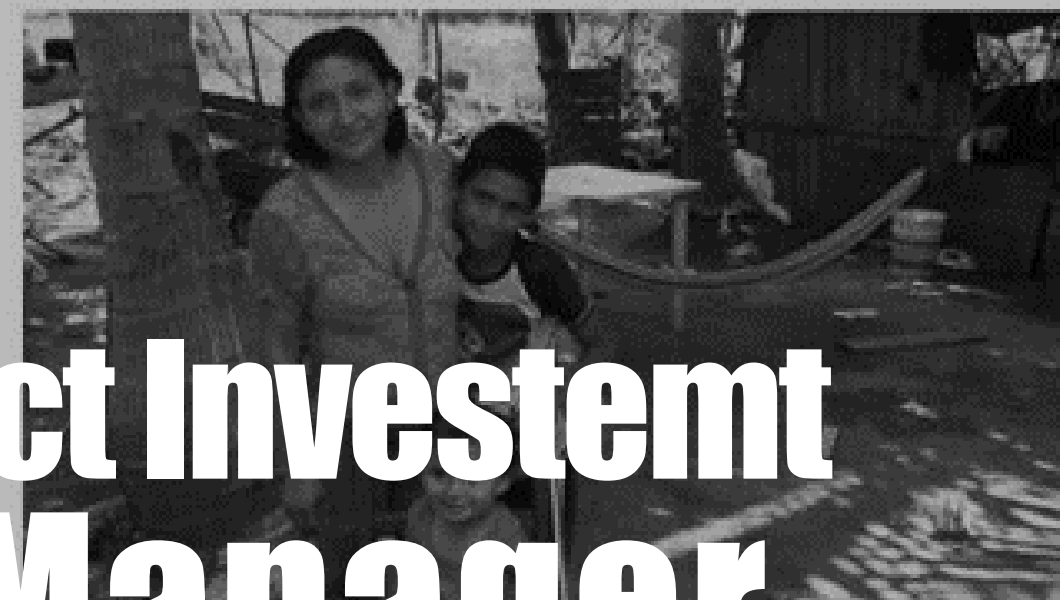
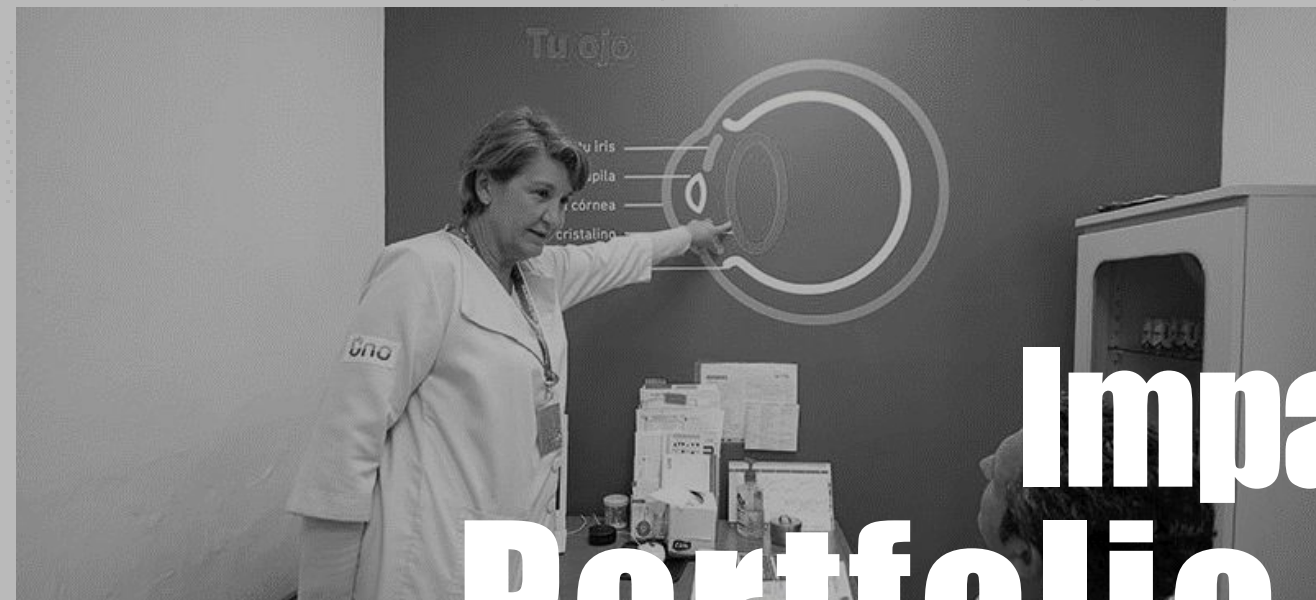
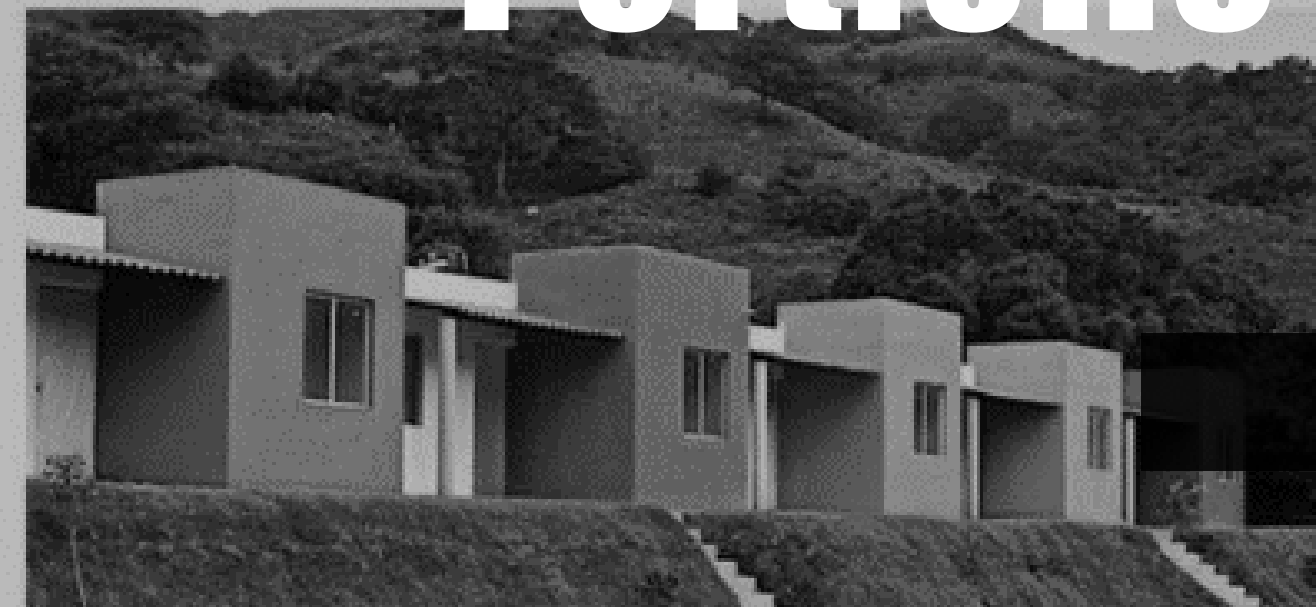




ADOBE CAPITAL
LOCAL. RENEWABLE. SUSTAINABLE.



Impact Investment Portfolio Manager



Job Opportunity



New Ventures is the leading impact investment and acceleration platform in Latin America focused on catalyzing the growth of social and environmental enterprises. New Ventures seeks to support a new generation of impact-focused companies that aim to solve pressing social and environmental problems through market-based business models. This mission is accomplished through a regional platform that supports companies by providing financing, acceleration and promotional services.



ADOBE CAPITAL
LOCAL. RENEWABLE. SUSTAINABLE.

Adobe Capital is Mexico's first triple bottom line impact investment fund focused on supporting the early growth of innovative, profitable and scalable enterprises through tailored mezzanine financing structures.

Job Goal

Oversee Adobe Capital's investment portfolio by seeking to add value to senior management teams, streamlining reporting activities and maintaining up to date key performance metrics..

KEY ACTIVITIES

- Work closely with portfolio company management teams in order to identify value added areas of opportunity
- Maintain an online key metric portal to efficiently monitor portfolio company progress
- Select and design efficient annual portfolio reporting solutions
- Generate quarterly and annual investor reports
- Coordinate the annual third-party fund impact rating process
- Monitor and register the monthly repayment of existing loans outstanding
- Coordinate the generation of required accounting and tax reports
- Coordinate annual portfolio company and fund investor meetings
- Develop working relationships with local and international technical assistance providers
- Represent Adobe Capital on portfolio company boards

REQUIREMENTS

- Fluency in both Spanish and English required
- Bachelors' degree from a leading local or international university, Master's degree preferred
- Prior experience in finance and/or portfolio management activities preferred
- 3+ years of working experience
- Working knowledge and established contacts within the impact investment sector a definite plus
- Strong Excel, Word and PowerPoint skills
- Limited travel required

SKILLS

- Excellent verbal and written communication and presentation skills in both Spanish and English
- High professional demeanor with ability to gain the trust of senior management teams
- Collaborative nature when working in a team-oriented environment
- Ability to work with several portfolio companies on multiple projects simultaneously
- High self-motivation and ability to work autonomously

JOB DETAILS

- Competitive market-based compensation composed of fixed salary and year-end bonus
- Above-market vacation days
- Flexible work environment
- Attractive benefits
- Pet-friendly office policy

Send Resume:
talento@nvgroup.org

