



GLOBAL OFFICE MANAGER/ CORPORATE PROCESSES NINJA

POSITION: Global Office Manager and Corporate Process Ninja/Guru

LOCATION: San Francisco Area, Nairobi or virtual

- *Position may be virtual, but ideally in San Francisco or Nairobi, Kenya as I-DEV management is based in both*

TIME REQUIREMENTS: Part Time (~1 week per month or ~2 days per week)

- *Potential to transition to full-time in medium term*
- *I-DEV can also connect to other likeminded organizations with similar role and time requirements to collectively equate to full time position*

START DATES: Immediately; before mid-March at latest

ABOUT I-DEV INTERNATIONAL:

I-DEV International (www.idevinternational.com) is a global management strategy and financial advisory firm with offices in San Francisco (Global Headquarters), Peru (LatAm Regional Headquarters) and Kenya (African Regional Headquarters). Via its Insight & Strategy Group and its Investment Advisory Group, I-DEV helps to grow and finance competitive, high impact businesses and industries in emerging markets worldwide. Over the past 6 years, I-DEV has become known as “one of the most innovative and exciting organizations in the impact investing and social enterprise sectors” and “a unique combination of grassroots development, hard-nosed business and savvy 2.0 smarts.” I-DEV has built and engages with a network of clients and partners, including 150+ impact & emerging markets investors, Fortune 500 companies, leading foundations and development organizations. I-DEV has also worked in 40+ countries across Latin America, Africa and Asia to support more than 250 high impact SMEs to scale and access growth capital.

I-DEV specializes in the following emerging markets-focused services:

Insight & Strategy Group:

- Management and growth strategy consulting for local SMEs and social enterprises
- Portfolio company performance improvement and turnaround consulting for impact investors
- Impact strategy consulting for global corporations
- Supply chain and distribution channel strategy consulting for corporations, SMEs & social enterprises
- BoP market analysis and market penetration strategy

Investment Advisory Group:

- Sell-side investment structuring & sourcing for SMEs and social enterprises in emerging markets
- Buy-side pipeline development, investment sourcing, due diligence and structuring for emerging markets & impact investment funds

POSITION DESCRIPTION AND RESPONSIBILITIES:

As I-DEV continues to grow globally, we are seeking a highly experienced Global Office Manager to help us design, develop and execute processes, strategies and approaches for managing all of our administrative, HR, and tax requirements. The ideal candidate will be an office and administrative process “ninja/guru” with significant previous experience managing office administration (ideally for an international organization), developing and executing office and company-wide processes, and be very organized and proactive (“Type A”). The Global Office Manager will be in charge of managing the local Office Managers in Kenya and Peru and will work closely with I-DEV’s senior management on process development, financial, budgetary, and organization-wide performance reports and reviews.

I-DEV does not anticipate that the position warrants someone in a full time capacity, but rather either ~2 days a week or ~1 week a month. However, I-DEV may be able to connect the successful candidates with other likeminded firms.

Key responsibilities will include:

- Management and oversight of all administrative, HR, and operational processes across I-DEV globally, including managing local Office Managers in I-DEV’s Peru and Kenya offices
- Initial ~6 months will focus significantly on designing, developing and implementing organization-wide processes, including working closely with I-DEV Senior Management to establish best practices in corporate administration, tax/legal and human resources processes, and corporate management and administrative technology
- On-going monthly responsibilities will include managing corporate budgets and funds allocations across offices, payroll processing, tax and accounting management (using Quickbooks or other similar program), corporate



performance reporting to Senior Management (e.g. Running Harvest, our time tracker and related project management reports), ensuring tax, HR and other administrative compliance across all offices, etc.

- Support training and onboarding of new employees by playing key logistics roles in recruiting, interviewing, orienting, and training employees- as well as managing on-boarding process
- Conduct monthly accounting and bookkeeping, manage billing processing, and maintain annual budgets and financial reports in conjunction with I-DEV Senior Partners and Managing Director

SELECTION CRITERIA:

Successful candidates will demonstrate:

- Significant previous experience managing corporate administration, accounting and human resource processes for a growing and dynamic company (ideally international)
- Bachelor degree and accounting accreditation preferred but not required
- Previous relevant experience in applied accounting and bookkeeping for a private for-profit company (international experience in emerging markets, a plus)
- Impeccable organizational and time management skills
- Proactive with strong communications skills; must be comfortable working closely with I-DEV senior staff to prioritize office management functions and activities requiring their timely attention
- An interest to grow with I-DEV as it expands its US, Africa and Latin America operations, including taking on new responsibilities, learning international accounting/HR/government filing procedures, and supporting a growing and diverse staff
- Ability to work and deliver high quality performance in an unstructured and partially virtual work environment
- Fluency in Spanish is a plus (but not a requirement)

COMPENSATION:

Please specify salary requirements in your cover letter. The position will begin part-time and salary will be set as such. The firm would also be able to cover partial health insurance (on a pro-rata basis).

HOW TO APPLY:

Send a cover letter and resume with Subject Title “**Global Office Manager**” to careers@idevinternational.com specifying your interest in the role and why you believe you are uniquely qualified. Cover letter should also include your most recent compensation information (annual compensation from last or current job), and an explanation of why you are applying for this position.

The rolling application process begins effective immediately.