

We are hiring a Chapter Associate for Central America and Mexico!

<http://www.aspeninstitute.org/ande>

About the Aspen Network of Development Entrepreneurs:

The Aspen Network of Development Entrepreneurs (ANDE) is a global network of organizations that propel entrepreneurship in emerging markets. ANDE members provide critical financial, educational, and business support services to small and growing businesses (SGBs) based on the conviction that SGBs will create jobs, stimulate long-term economic growth, and produce environmental and social benefits. Ultimately, we believe that SGBs can help lift countries out of poverty. ANDE is part of the Aspen Institute, an educational and policy studies organization.

Members of ANDE include both for and nonprofit investment funds, capacity development providers, research and academic institutions, development finance institutions and corporations from around the world. Launched with 34 members in 2009, ANDE now comprises over 200 members who collectively operate in more than 150 countries.

To achieve our goal, we are working on the ground through our “chapters” in Asia, Africa and Latin America as well as through a global headquarters in Washington, DC.

About the role

The Central America & Mexico chapter is made up of ANDE members who are actively working to support SGBs throughout the region. Members benefit from the opportunity to network and learn from other like-minded organizations. The goals for 2015 and beyond is to further position ANDE as a thought leader in key growth sectors, drive engagement with strategic players in the region and increase sustainability of the chapter.



This role will support the Chapter Coordinator in delivering the chapter priorities and activities. By getting you on board, ANDE aims to increase the level of member services and grow the number of strategic chapter projects.

Your responsibilities will include:

- Member engagement
 - Meeting representatives of ANDE member organizations and other stakeholders with the aim to understand their services offered as well as their needs and priorities
 - Connecting local member organizations with each other and/or external stakeholders relevant to their needs and priorities
 - Documenting conversations and activities on the Salesforce CRM system
- Supporting research projects
 - Conducting desk research and developing presentations
 - Developing sector briefs/intelligence reports
 - Supporting the different projects the Chapter is currently working on (Women lead SGBs, Agricultural SGBs, others)
 - Supporting the development of the ANDE [State of the Sector report](#), and other publications, e.g. through data collection
 - Over time, making presentations about ANDE, research outcomes and the state of the sector to diverse audiences

- Supporting event management:
 - Developing agendas for workshops, chapter meetings, roundtables and breakfasts
 - Sending invites, tracking RSVPs, managing logistics, venues and suppliers (incl. at times brewing the coffee)
 - Managing speakers and presenters
 - Over time, taking responsibility for managing events
- Supporting proposal development for fundraising and partnerships (matching identified chapter themes)
 - Creating funding leads
 - Developing projects matching funder interest
 - Writing concept notes and proposals
 - Budgeting, projections of different project versions
 - Managing relationships with identified funders and iterating versions of the proposal
- Communicating ANDE's message
 - Managing communications to the chapter and other local stakeholders, such as monthly newsletters, bi-monthly updates, event invites etc.
 - Over time, developing a more proactive communications strategy for the chapter (based on member needs and chapter strategic priorities)
 - Developing content for communications such as case studies and blog posts
 - Copyediting
 - Representing ANDE at relevant networking events
- Managing interns, who may come on board for events or research projects
- Generating ideas for revenue generation or cost reduction
- Preparing regular reports for HQ
 - Pulling data from Salesforce around member engagement
 - Collecting qualitative data around the impact of the activities from members
- Supporting in other ANDE work, as required

Who we are looking for

- Passion for entrepreneurship and fast-growth businesses
- Appetite for learning
- Interest in investment trends and lingo
- Careful listener with ability to create win-win situations
- Ability to quickly connect the dots
- Personable and able to connect with stakeholders and understand needs
- Excellent spoken and written English and Spanish
- Comfortable in data analysis and budgeting using Microsoft Excel
- At least two to three years of relevant full-time work experience
- Preferred: Visual Communication skills (e.g. graphic design, layouts, sales materials)



You have the cultural fit to work with the team at the Aspen Network of Development Entrepreneurs

- Enjoy steep learning curves
- Helpful and collaborative
- Independent and self-starter
- Very comfortable in a cross-cultural environment
- Tolerant to diverse value sets and ways of looking at the world

Why work with us?

- Flat hierarchy where you quickly take responsibility
- Purpose-driven organization
- Exposure to business innovation
- Direct contact with investors, accelerators and capacity development providers
- Access to high-profile individuals on the steering committee for mentorship and professional development
- Learnings across sectors (example: education, green inventing, health)
- You will work closely with an international team across four continents driving global outcomes
- Competitive compensation

Other information

The successful candidate will start in May or June 2015. We are looking for a Mexican citizen. You will work directly with the Central America and Mexico Chapter coordinator and virtually with other team members in other countries.

You will be based in Mexico City, the office is located in Periferico Sur. Working hours are flexible and vary: Sometimes there are early morning meetings; on other days you will attend evening events. Home office is also possible for one or two days per week.

Occasional travel in the region and the US.

You should be ready to commit to this role for 18 months at least. We'll arrange a 3-month probation period with learning and delivery objectives. Competitive compensation of 30-40,000 Mexican Pesos, depending on the candidate's experience.

Want to apply?

- ✓ Apply by filling out the application survey under this link: <http://bit.ly/ApplyANDEMEX>
- ✓ Include your current salary and expected monthly gross salary
- ✓ Send your CV to juanpablo@edgetalents.net
- ✓ Deadline for this application is 10th April 2015. Only complete applications will receive a response.
- ✓ Short-listed candidates will participate in a personality test and case study.

Not for you?

- ✓ Please forward the role to your networks who may find it interesting
- ✓ Follow @AspenANDE on Twitter to stay updated with global trends about the field of small and growing businesses in emerging markets.

Selection process in collaboration with www.edgetalents.net

