

## **GSG Knowledge Manager Job Description**

### **About the GSG**

The Global Steering Group for Impact Investment (GSG) is a global organisation founded on the belief that investment done well can benefit all people and the planet. We want societal and environmental impact to be at the heart of investment and business decisions.

The organisation, which is headquartered in London, and with staff in Paris, Brussels, Buenos Aires, Nairobi and Rome, brings together leaders from the worlds of business, finance, philanthropy and NGOs.

The global influence of the GSG is built on a unique and growing group of National Advisory Boards, currently representing 33 countries, with 20 more in the pipeline.

These National Advisory Boards (NABs) bring together experts in the fields of investment, public policy and social and environmental innovation. Their role is to drive more capital towards the achievement of the SDGs in the countries in which they operate and beyond.

### **Role Summary**

The GSG provides support to upcoming and existing NABs through high-quality advisory, peer-learning activities, capacity building and field research to enable the impact movement to deliver on its ambitions, unleashing the multiplier effect of the GSG's global community, to put societal and environmental impact at the heart of every investment and business decisions.

The GSG is looking for a Knowledge Manager to work in the Market Development team and be a key contributor to enable GSG to deliver on its mission and new 2022-2024 Strategy. This role will be responsible for leading exceptional knowledge management activities that will enable ecosystem players to be better equipped to deliver higher impact in countries around the world.

### **Role and responsibility**

The Knowledge Manager will design and deliver a knowledge management strategy able to increase ecosystem players' ability to adopt and adapt the most relevant, up-to-date and innovative learning and knowledge, and therefore help them accelerate the transition in their respective countries towards impact economies. In a nutshell this role will focus on managing and sharing existing or emerging content and knowledge within the GSG Community. This role will report to the Head of Knowledge Management and Community and work in close partnership with members of the GSG Market Development Team, the GSG Policy Team, and the broader GSG team, alongside all upcoming and existing NABs.

### **Key activities**

- Design and deliver a Knowledge Management strategy and plan to capture, curate, disseminate knowledge in the timeliest manner, and most appropriate and diverse formats for various needs in the NAB Community, whilst moving from “boutique” delivery to a more standardised and structured approach. This could include:
  - Research, package and disseminate relevant content on key topics in a variety of formats, addressing an increasingly diverse community, both in terms of players and sophistication levels, sometimes diving deeper on specific priority issues
  - Convene NABs and GSG partners to explore key topics and share learnings
  - Collect, curate and share best practices and case studies
  - Design and implement new tools & mechanisms (or improve existing ones) to increase knowledge sharing in an effective and timely manner
  
- Increase the connectivity, efficiency, frequency and impact of knowledge sharing, whilst aiming for the conversion of knowledge into action. This could include:
  - Organise peer-learning activities for NABs and main partners
  - Provide advice or guidance to NABs on their research and knowledge initiatives
  - Contribute to the development of new digitally enabled systems for knowledge management
  
- Measure, evaluate, and manage for continuous improvements. This could include:
  - Design and deliver an M&E process for knowledge and market development activities, working in close collaboration with the Market Development team members
  - Deliver the annual NAB Self-Assessment process (incl. NAB annual interviews and self-assessment surveys, analysis of the data and delivery of reports)
  - Support content development and knowledge capture to support other GSG functions (e.g. fundraising, external communications etc).

### **Essential experience and skills:**

- **Impact Investment Expert:** demonstrated knowledge of the impact investing sector, including global trends, policies, practices and players;
- **Knowledge Management:** demonstrated success of developing and implementing knowledge management strategies, processes, mechanisms and tools, leading to impact, ideally in networked environments
- **Engaging Communicator:** Exceptional verbal and written communication, including public speaking and facilitating skills, able to transform complex topics into easy to understand and actionable content, in a number of formats
- **Action-oriented convener:** Capacity to convene heterogeneous stakeholders to create a trust-based environment where people feel empowered to share, learn and collaborate
- **Team player:** Strong team spirit with an ability to contribute to, and work in coordination with a high performing team working across geographies in a fast-paced

environment, able to draw on others for support in the role, as well as flexible enough to sometimes reallocate efforts to support others

- **Multitasker, strong on execution:** detail and result-oriented overachiever excited by ambitious goals, highly organised, able to prioritise work towards clear goals and performance targets
- **Hands-on and self-starter:** Ability to work in a non-profit environment, self-motivated, able to work independently, with a can-do attitude, and demonstrate initiative and tenacity in seeing tasks or projects through to conclusion;
- Fluent in English & excellent at MS office suite and online collaboration tools
- Min. 7 years of professional experience. International experience is required

**Location:** Flexible - ideally London or the UK (with the right to work there)

**Salary:**

- competitive within the charity sector
- depending on location
- commensurate with experience

**Application process:**

In order to apply please send your CV and a short supporting statement in the first instance (less than 1 page) before midnight on November 14, 2021 to [careers@gsgii.org](mailto:careers@gsgii.org). Please state the name of the role you are applying for in the subject line.

The main objective here is that you can demonstrate you have skills and experience that relate to what we are looking for.

We particularly welcome applications from people with disabilities, minority backgrounds, LGBTQIA and from different socio-economic and educational backgrounds.

Should your skills and experience be suitable, we will arrange for a call. As we are currently experiencing high volumes of interest in vacancies, we will only get back to successful candidates and may not answer any individual queries on positions prior to an application.