

GSG Knowledge Associate – Job Description – October 2022

Opportunity to join growing and strong team dedicated to impact investment and the impact economy

GSG Mission & Objectives

- The GSG is an independent network promoting sustainable development and advancing education in impact investment. A registered charity, we aim to bring solutions to social and environmental challenges through education by spreading the use of impact approaches in making philanthropic, business and investment decisions.
- The GSG was established in 2015 as the successor to, and incorporating the work of, the Social Impact Investment Taskforce established under the UK's presidency of the G8. It drives the implementation of impact policy and catalyzes important initiatives directly country by country, and also by working with multilateral bodies, such as the OECD, the G7, the G20 and the World Bank.
- The GSG currently has 35 member countries each with National Advisory Boards (NABs), and strategic partnerships with leading global organisations. It is a network of over 500 senior people, bringing together leaders from the worlds of finance, business, government, and philanthropy.

The Role

The Knowledge Associate will join the Market Development Team which steers GSG's thought leadership and knowledge dissemination efforts, benefitting market shapers in over 35 countries.

The role is a six-month fixed-term position, created to provide added research and writing support to the team. Reporting to the Head of Knowledge Development, the Knowledge Associate will lead on a number of key activities including:

- **SDG-Driven Ecosystem Synthesis Report:** Analysis, compilation, and write-up of a synthesis report examining the state of play of SDG-driven tech innovation ecosystems in 8 countries. The synthesis report will draw from individual country reports submitted by project partners using a research methodology and template developed by the GSG and will capture key opportunities, barriers, and case studies related to the topic.
- Research and writing for case studies, blog posts, and other pieces on key topics in impact investing, including ecosystem development, capital mobilization, impact measurement, blended finance, community voice, and more.
- **Project management:** gathering narrative reporting submissions from project partners; writing up narrative report drafts according to reporting templates; communicating and outreach with partners, including scheduling and summarizing meetings, etc.

Position and Remuneration

- Key responsibilities: research, analysis, and writing
- Full-time, six-month contract, with possibility of extension through December 2023
- Reporting to Head of Knowledge Development
- Working from home, with twice-monthly meetings in central London
- Salary in the range £35-40kpa (pro rata)

Essential knowledge and skills

- A genuine interest and familiarity with impact investing and the GSG's work (social innovation, impact investing, social entrepreneurship, venture philanthropy, public policy, and/or venture capital)
- A knack for critical thinking: analysing, synthesising, and writing-up complex and contrasting ideas in the form of industry-focused or practice based-reports, articles, social media, and comms pieces, etc.
- Journalistic and/or consultant mindset and experience, including research and writing, preparation and presentation of analysis frameworks, research, tools, training materials, and/or any other materials with an action-oriented or practice-based approach.
- Highly organized, ability to work independently
- "Completer/ finisher" attitude - strong attention to detail, delivery focused, and experience working in accordance with project deadlines
- Natural communicator including excellent written English; delivery of information in written form in a clear, concise, actionable manner for impact investment practitioners

Desirable knowledge and skills

- Min. 3-4 years' work experience, including consulting-type roles
- Educated to Master's Degree level. proven academic-style writing skills and experience
- Marketing and communications skills, including experience writing short media pieces, blogs, updates, etc.
- Professional project management experience or qualification
- Experience of working with a high-performing team in multiple geographies in a fast-paced environment
- Desire to strive for excellence

Application process

- To apply, please send your CV (1-page max), and cover letter explaining your interest and suitability for the role to careers@gsgii.org. Please include a link or attachment to a recent, relevant writing sample.
- Closing date is November 6, 2022.
- Interviews will be held November 16th and 17th, 2022.