One Acre Fund Junior Associate

Private-sector style career development in a growing social enterprise; an excellent professional development opportunity for early career professionals.

Industry: Social Enterprise/Nonprofit/International Development
Function: Financial and operations analysis for strategic growth
Employer: One Acre Fund
Job Title: Junior Associate
Job Location: Kigali, Rwanda
Duration: Minimum 2 years commitment, full-time job

Organization Description
One Acre Fund supplies smallholder farmers with the financing and training they need to grow their way out of hunger and poverty. Instead of giving handouts, we invest in farmers to generate a permanent gain in farm income. We supply a complete service bundle of seeds and fertilizer, financing, training, and market facilitation—and we deliver these services within walking distance of the 400,000+ rural farmers we serve.

We measure success in our ability to make farmers more prosperous and we always put Farmers First. For more information on One Acre Fund, visit oneacrefund.org or watch Andrew Youn’s TED talk here.

Position Description
Junior Associates (JAs) can be placed on a variety of teams within the organization, including Finance, People Operations, and Recruitment teams. As a young organization, we are ready to hand over significant responsibility for specific, well-defined strategic initiatives. For this role we hope to find eager young professionals who can add immediate value through hard work, flexibility, and a willingness to learn on the job.

Our finance team is looking for a professionally mature, highly motivated, and proactive individual to serve as Junior Finance Associate. This role requires a person with strong project management, communication, and financial analysis skills, the ability to work effectively with a range of internal partners, and the strategic acumen and intellectual ability to advance various strategic initiatives. The Junior Finance Associate will have great exposure to the inner-workings of one of the world’s leading social enterprises and receive mentorship and coaching that will help accelerate their career in the social sector.

Typical tasks of the junior finance associate may include:
- Working closely with the finance team and leadership to identify and drive key strategic initiatives like cost-savings strategies and proposals on Social Return on Investment monitoring.
- Performing a variety of detailed and accurate financial analyses such as looking at employee travel costs by country, summarizing your findings in an easy-to-use one-page report, and proposing concrete actions to improve efficiency.
One Acre Fund Junior Associate

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- Curating and facilitating Senior Team meetings and strategy sessions. Identify appropriate priorities for the team to discuss at leadership meetings. Prepare briefing packages, debrief materials, and follow-up communications.
- Developing presentations for the Board of Directors, internal trainings, investor meetings, etc.
- Providing general administrative support, including managing correspondence, calendars, travel arrangements, meeting and interview logistics, etc.

Our Africa People Operations team is seeking a young professional to support One Acre Fund’s strategies aimed at creating and retaining a strong workforce and building the structure that enables all employees to reach their full human potential. One Acre Fund is nothing more than the people who devote their time and energy to making farmers in the developing world more prosperous. These people are the main ingredient to our success. The Junior People Operations Associate will analyze the status quo and research internal and external best practices as a basis to derive comprehensive proposals for change. They will also assume the role of a change agent and oversee project implementation to ensure the sustainability of its objectives.

Typical tasks of the Junior People Operations Associate will include:
- Supporting the design and implementation of an organization wide talent management program
- Creating a diagnostic methodology for internal and external talent selection that is capable of measuring core leadership competencies
- Improving and standardizing performance management systems aimed at ensuring an intrinsically motivated and mission-driven workforce
- Helping to create a structural framework for positions that builds on several existing, country-specific structures and transforms them into a cohesive job grade architecture for One Acre Fund
- Supporting country pilot programs and new country programs in their efforts to create effective and efficient human resources functions

Our People Operations Recruitment team is seeking a young professional with excellent organizational skills and a passion for people to help us manage our growing candidate pipeline. One Acre Fund is a rapidly-growing organization with limitless potential for impact. We commit significant resources to our recruiting efforts to hire the world’s best international development professionals. The Junior Recruitment Associate will provide valuable support to our people operations team as we sort through tens of thousands of applications seeking out the best and brightest to contribute to our work.

Typical tasks of the Junior Recruitment Associate will include:
- Supporting outreach activities and cultivating strategic relationships for proactive recruitment. They will also represent One Acre Fund at various recruiting events in the region.
One Acre Fund Junior Associate

- Managing our applicant tracking system to ensure accurate tracking of candidates as they move through our talent pipeline.
- Undertaking strategic recruiting projects to ensure our talent search is effective and successful. The junior associate will be called on to come up with innovative strategies to recruit, grow and retain staffers.
- Providing general administrative support, including managing correspondence, travel arrangements, meeting and interview logistics, and general customer service etc.

Career Growth and Development
One Acre Fund invests in building management and leadership skills. Your manager will invest significant time in your career development. We provide constant, actionable feedback delivered through mentorship and through regular management consulting-style career reviews. We also have regular one-on-one meetings, where we listen to and discuss career goals, and work collaboratively to craft roles that each person can be passionate about. Because of our rapid growth, we constantly have new high-level roles opening up and opportunities in many functions. This results in fast career growth for our staff.

Qualifications
We are looking for truly extraordinary candidates that will help take our organization to the next levels of impact and scale. This is a competitive posting for a career-track role with minimum initial commitment of two years. Candidates who fit the following criteria are strongly encouraged to apply:
- Demonstrated passion for international development and/or social enterprise
- Leadership experience (leading a student organization, organizing a conference, etc.)
- Significant professional experience (internships, consulting experience, etc).
- Ability and drive to work independently, while effectively prioritizing potentially conflicting demands from various teams.
- Outstanding interpersonal skills, including both verbal and written communications.
- Top-performing undergraduate background (please include your GPA on your resume).
- A willingness to commit to living in East Africa for at least two years – this is a long-term, career-track position with potential to grow into an East African or US-based management role.

Preferred Start Date
Flexible, but ideally summer 2017

Compensation
Starts modest. However, this is a career-track role with fast raises for performance, paying a meaningful salary for long-term placement in developing nations.

Benefits
Health insurance, immunizations, flight, room and board.
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To Apply
Applications due December 15, 2016. Submit resume and cover letter to Amy Kehoe in the Office of Fellowships (amy.kehoe@northwestern.edu).
There are three possible openings – Finance Team, People Operations Team, People Operations Recruitment Team; indicate your position preference or rankings in cover letter.