



DEVELOPING
THE WORLD
WITH
GUARANTEES

Employee Recruitment Pack.

Portfolio Manager

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Role Description.

Portfolio Manager - The Green Guarantee Company

REPORTS TO	Chief Underwriting Officer
LOCATION	London (we are open to discussing hybrid working arrangements)
TYPE OF EMPLOYMENT	Full time
OVERSEAS TRAVEL	Estimated to be 30% of time
CLOSING DATE	Friday 12th April 2024

The Portfolio Management team within The Development Guarantee Group (DGG) is responsible for building the Green Guarantee Company (GGC) guarantee portfolio which is aligned to GGC's stated objectives which includes mobilising institutional capital from global capital and credit markets to finance climate adaptation and mitigation projects in EMDE at scale.

The role of the Portfolio Management team is to manage GGC's Transaction Selection Process to ensure that the best guarantee opportunities in the pipeline are being selected to build and maintain a well performing guarantee portfolio.

Main Responsibilities.

Transaction Management

Estimated Time Component of Role – 50%



- Responsible for taking transactions through GGC's Transaction Selection Process ensuring that any impact or credit red flags are raised early, and transactions entering the portfolio are well structured in order to preserve capital as well as maximise climate impact.
- Take responsibility for onboarding and managing GGC portfolio clients including overseeing KYC and ensuring compliance with ethics, industry standards, and relevant GGC policies.
- Manage the commercial and operational due diligence process, including the coordination of external advisors, with oversight and support from the DGG Chief Underwriting Officer. Gather relevant information from client and third-party advisors/consultants, and identify key information gaps and drivers of creditworthiness and impact up front.
- Lead the analysis of transaction risk and opportunities, including: financial structure, business plan, legal and regulatory environment, industry analysis, market and technical due diligence. Develop internal financial base cases using various techniques and scenario analysis, justifying assumptions and highlighting key financial sensitivities.
- Prepare credit proposals, under supervision, for submission to the Impact and Credit committees ensuring that deadlines are met and material credit and impact strengths and challenges are clearly articulated.
- Collaborate with and support DGG business development and impact colleagues to successfully convert guarantee opportunities into closed transactions that maximise climate impact.

Portfolio Relationship Management

Estimated Time Component of Role – 45%



- Build and maintain strong relationships with GGC portfolio clients ensuring information flow, proactive monitoring and risk management to achieve intended financial and impact results.
- Proactively refresh internal credit view of assigned transactions as part of regular monitoring of borrower reports, covenant compliance and management meetings. Maintain watch lists and escalate material credit deterioration and potential borrower defaults to the Chief Underwriting Officer.
- Collaborate with and support DGG operations and impact colleagues to collate and analyse client performance data to prepare portfolio, sectoral and thematic reports per the GGC's monitoring, reporting and verification framework (where applicable) and for any stakeholders as required.
- Support with the restructuring of guarantees (if required) in a manner that contributes to the wider agenda of GGC to build confidence with global capital and credit markets and enhances the reputation and capability positioning of DGG as its manager.

Market Advocacy

Estimated Time Component of Role – 5%



- Represent GGC at relevant industry conferences and events as a speaker and champion guarantees as a solution to addressing the barriers that discourage long-term investment from global capital and credit markets into climate projects in EMDE.
- Disseminate insights from portfolio data to other DGG colleagues that contribute to the wider learning agenda of DGG, to further the reputation and capability positioning of the team, and to inform strategic decisions and align GGC's guarantee solutions with market expectations.

Desired Skills and Experience.

Transaction Management Expertise

- Bachelor's degree in finance, economics, or a related field; advanced degrees such as [MBA] or [CFA] designation preferred.
- 7+ years of transactional experience and portfolio management, ideally gained in an EMDE context with a focus on one or more infrastructure sectors.
- Practical experience managing key transaction stakeholders and advisors, and coordinating various workstreams to ensure the process remains on track and any blocking items are escalated and resolved.
- Demonstrable experience of reviewing due diligence and articulating credit/investment thesis in clearly written investment memos.
- Good understanding of the legal and regulatory challenges with regards to structuring, executing, managing, and restructuring infrastructure transactions in EMDE.
- An understanding of global capital and credit markets and their requirements with regards to investing in infrastructure transactions.

Portfolio Relationship Management and/or Restructuring Expertise

- Demonstrable experience of relationship management of infrastructure clients in EMDE, and of assessing and summarising the flow of information for internal stakeholders as part of ongoing portfolio monitoring.
- Proven experience and track record in restructuring infrastructure transactions in EMDE.

Technical Expertise

- Excellent financial and analytical skills, and familiarity with financial modelling, financial statements, assessing forward looking business plans and stress testing cash flow models.
- An understanding of how guarantee transactions are structured and the underlying legal documentation and/or willingness to learn.
- Proven ability to intelligently interrogate management teams in a EMDE context.
- Proven ability to think holistically about risk management and to develop effective mitigation strategies which maximise value.

Leadership

- A strong ability to effectively plan and manage DGG's resources, fostering high-quality results and encouraging innovation within an open team-based environment.
- Demonstrate the ability to have candid conversations with peers to set expectations and address accountabilities or performance issues within DGG.

Communication and Collaboration

- Excellent communication skills and the ability to project gravitas and build confidence with senior decision-makers/management/government officials in both EMDE and global capital and credit markets.

- Demonstrable track record of fostering teamwork and a culture of open communication within DGG's dispersed and virtual team.
- Ability to talk knowledgeably about climate, sustainable and infrastructure trends and issues in EMDE.

Compliance and Ethics

- Strong commitment to ethical standards and compliance rules.
- Demonstrated professionalism and integrity.

Strategic Thinking

- Ability to think ahead and identify potential issues in GGC's portfolio and proactively develop mitigation strategies.
- Ability to think laterally and identify solutions which may not be immediately obvious.

Language Proficiency

- Display an excellent command of written and spoken English, with additional fluency in other languages relevant to GGC's priority countries being desirable.

Desired Behaviours.

- Ability to cope with uncertainty as well as unstructured and entrepreneurial nature of a start-up.
- Resilient and gracefully able to deal with the challenges and frustrations of working in EMDE.
- Capacity for analytical and independent thinking.
- Ability to challenge thoughtfully and respectfully.
- Humble and open-minded with the confidence to have views challenged, without ego, and the willingness to evolve for individual and organisational improvement and excellence.
- Inclusive and considerate, actively supporting a non-hierarchical, considerate, empathetic, and generous culture.
- Ability to take personal ownership and responsibility, readily admitting and rectifying mistakes while avoiding blame allocation to others.
- Commitment to growth and self-improvement.
- Ability to interact and communicate seamlessly across organisational boundaries.

How to Apply.

Please send a CV and covering letter explaining why you are suitable and what attracts you to this role.

[Apply Now](#)



About the Development Guarantee Group.

Welcome.

Welcome to DGG, where we are on a mission to create a better world for all of us to thrive in. Our core belief is that we can make a significant impact by harnessing the power of financial guarantees to address the world's most critical development challenges in ground-breaking ways.

At DGG, we are dedicated to developing and managing cutting-edge guarantee products that prioritise scalability and maximise impact in the shortest possible time. We thrive on innovation, seeking to provide solutions that can transform communities and drive positive change on a global scale.

One of our exciting endeavours is the creation of GGC, a ground-breaking initiative that will act as a market champion, mobilising private sector climate finance into EMDE from investors based in global credit and capital markets. This revolutionary approach positions GGC as the first-ever guarantee company with this specific objective, highlighting our commitment to pioneering solutions that make a real difference.

Our culture and values

At our core, we are a down-to-earth company that values respect and trust above all. We believe in the potential of each team member and work collaboratively to achieve greatness together. In our culture, humility, patience, and empathy are paramount. We invest in the success of our team members, recognising that their growth is integral to our collective achievements. Innovation and transformation are at the heart of everything we do, and we encourage our team to explore new ideas with speed, passion, and curiosity.

At DGG, we act as one team, united by a shared purpose. We take ownership of our responsibilities and approach challenges with a can-do attitude. Our commitment to exceeding expectations permeates every aspect of our work, delighting both our clients and our team members.

Why work for us?

If you're looking for a place where you can build a fulfilling and impactful career for the long haul, DGG is the place for you. We promise to support you, challenge you with meaningful opportunities, and ensure that your time with us is rewarding, no matter where your career journey takes you.

Join us on this extraordinary journey of innovation and transformation as we redefine the possibilities of guarantee solutions and create a lasting legacy of positive change for the world. Together, we can make a real difference and inspire a better future for generations to come.

Equity, diversity and inclusion

DGG is a diverse and inclusive place where we can all be ourselves and we are committed to equality of opportunity for all staff. Individuals are encouraged to apply regardless of age, disability, gender, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief.

Benefits

Alongside a competitive salary, DGG offers family friendly working whenever possible, 30 days holiday per annum (pro-rata) excluding bank holidays, pension scheme, and a flexible employee benefits scheme (which can include private medical insurance, life insurance, travel insurance and paid gym membership).



THE **Development
Guarantee**
GROUP



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