

# *Coordinator* for WOMEN IN SOCIAL FINANCE

Start date – ASAP; Part-time/Project

## **About WISF**

**WOMEN IN SOCIAL FINANCE** (<https://womeninsocialfinance.org/>) (WISF) is a London-based private community of mid- and senior-level women working in the fields of social finance and impact investing. Our approximately 100 members include partners, CEOs, investment managers, programme directors, policymakers and consultants. We meet approximately ten times per year, interact through an online platform and regular newsletter, and support a number of member-driven initiatives. We seek to provide our members with a meaningful and trusted professional community and to support the capacity of women in the field.

## **About the role**

We are seeking an energetic, flexible and highly-organised individual with a strong interest in social finance and impact investing to act as the group's *Coordinator* managing all aspects of the group's organisation. You would be supervised by the group's outgoing Coordinator and receive support and guidance from the Steering Committee. This is an excellent opportunity to interact with leading women professionals in the sector, to expand your own network, to engage stimulating content and to contribute to the group's initiatives and future direction.

Your key responsibilities will include:

1. Project Management: keep abreast of all the activities and important stakeholder relationships; ensure all activities are done in a timely fashion; provide regular updates to Steering Committee members and Membership Committee
2. Manage our expenses, including managing the bank account, invoicing and processing payments based on pre-approved budget
3. Content curation and coordination: work with the WISF Social Media Manager to identify social media content and prepare monthly newsletters; update website content.
4. Members' Events curation: solicit ideas from WISF's members and design content of members' events; manage logistics of events; attend events (online) and take notes
5. Membership Stewardship and Relationship: manage the recruitment and, onboarding cycle;
6. Strategic Planning: support all of WISF to meet the strategic goals for the organisation; receive guidance from WISF Steering Committee on implementing strategy for WISF
7. Communication: be the central liaison person between WISF and members and external stakeholders

These responsibilities can be managed flexibly from your home and according to your own schedule. During your time in the role you will receive free membership to the group and compensation on an hourly basis.

## **Essential qualities**

- 4+ years professional working experience

- Strong interest in social finance/impact investing (prior working experience in field not required)
- Excellent English-language communication skills
- Strong administration skills and document maintenance (Excel, Email and database management)
- Experience with website management, CRM system and Wordpress
- Professional maturity, confidentiality and discretion
- Independent, Self-motivated
- Great interpersonal skills

**Desired:**

- Experience in Virtual Assistance

**Compensation:** 16 GBP per hour; 5-8 hours per week - This is not a salaried position, the postholder needs to be self-employed and will invoice WISF on a monthly basis based on the number of hours worked and any additional expenses. You will not be expected to work more than 30 hours per month.

**To apply**

Interested candidates may send their CV and a short email explaining their interest and qualifications to [womensocialfinance@gmail.com](mailto:womensocialfinance@gmail.com), titled “WISF Coordinator”. The candidate will need to be based in or around London as most of our members are based in the UK and there’ll be occasional events in London. Please apply by 15th March (Monday), by 5pm UK time. We are looking to appoint someone by end of March to start ASAP, to allow for a smooth transition period working together with the current *Coordinator*, and with the support of the Steering Committee.