

NOW HIRING

Investor Relations and Communications Manager for Latin America and the Caribbean



CIRCULATE CAPITAL

Circulate Capital is an emerging market investment management firm that finances innovations, companies, and infrastructure that scale solutions to the plastic waste and climate change crises. The Circulate Capital Ocean Fund is the firm's flagship fund, which focuses on the prevention of mismanaged plastic waste in countries located in South Asia and Southeast Asia, regions that contribute disproportionately to ocean plastic pollution.

Founding investors include PepsiCo, Procter & Gamble, Dow, Danone, CHANEL, Unilever, The Coca-Cola Company, and Chevron Phillips Chemical Company LLC.

An exciting role for a stakeholder / investor engagement and communications professional passionate about impact investing for solutions to prevent plastic pollution and climate change, and advance the circular economy in Latin America and the Caribbean (LAC).

KEY RESPONSIBILITIES

- ▶ **Manage the development and execution of an investor relations and communications strategy** to support Circulate Capital's LAC team and portfolio in their mission to scale solutions preventing plastic pollution and advancing the circular economy, leveraging our investors and partners.
- ▶ **Manage the relationships with investors, who are leading global corporations, development finance institutions, and global family offices**, to maximize the scale of our impact. This includes managing advisory and technical committees and boards composed of investors representatives.
- ▶ **Develop strategic relationships** with key stakeholders, media and amplifiers, as well as portfolio companies and manage timely response to investors, media and partners' enquiries.
- ▶ **Create a range of communications materials** including writing and editing content for various media and platforms such as website, presentations, reports, blogs, social media, newsletter and manage timelines for development and effective release of these materials.
- ▶ **Develop and execute strategic communications plans** in partnership with Circulate Capital's global external affairs team and external resources to effectively target and reach priority stakeholder audiences.
- ▶ **Coordinate with team members, partners and service providers** across various geographies / time zones and organizations to ensure consistency of communications messaging and branding to audiences.
- ▶ **Lead event management** to maximize presence at relevant regional events as well as coordinate owned events and webinars.
- ▶ Participate in special projects as needed.

LOCATION

Flexible location in Latin America with preference for Mexico and ability to work remotely. Our global headquarters are in Singapore.

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KEY COMPETENCIES

- ▶ **Exceptional Writing and Storytelling:** develop and deliver blog articles, press releases, presentations, executive briefing materials, position statements, talking points, website content, and other assets written in a timely manner; strong attention to detail. Ability to find unique angles and opportunities to capture work in a compelling manner for audiences.
- ▶ **Project Management:** ability to effectively run programs and projects; ensure timeliness and accuracy of deliverables; anticipate challenges, develop recommendations and brief managers accordingly, report on achievements.
- ▶ **Investor Governance and Stakeholder Management:** experience managing corporate boards or fund committees and comfortable managing stakeholder relations.
- ▶ **Social Media and Media Relations:** solid experience in managing traditional media (proactive and reactive) and social media including developing strategies and content, managing agencies and interacting with media to achieve positive media coverage.
- ▶ **Speaking Opportunities and Event Management:** ability to identify and coordinate speaking opportunities to ensure maximum exposure, develop recommendations and brief managers accordingly, report on achievements.
- ▶ Understands how to communicate effectively across varying audiences and styles.
- ▶ Tenacious attention to detail and exceptional organizational skills.
- ▶ Comfortable operating in a fast-moving, ambiguous and fluid environment with multiple stakeholders and with few established precedents or examples.
- ▶ Values intellectual rigor and transparency; willing to ask for help or admit what one doesn't know.
- ▶ Fluent in English and Spanish.

EDUCATION

The ideal candidate will have a minimum of five years' post college experience within relevant fields of investor relations, communication or related sectors. Corporate communications experience either in-house or with an agency preferred. Experience working at regional level across Latin America and the Caribbean is a strong plus.

HOW TO APPLY

To apply, please send your resume and cover letter to ajoly@circulatecapital.com. For more information about us or the work we do, visit circulatecapital.com.

Circulate Capital is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and complying with all applicable equal employment opportunity laws.