



CIRCULATE CAPITAL

Communications and Partnerships Associate

Circulate Capital is a Singapore-based leading impact investment firm driving a circular economy by investing across the recycling value chain and next-generation materials in high-growth markets. In partnership with global brands and financial institutions, the firm scales supply chain solutions that deliver economic, social and environmental value. Founded in 2018 by supply chain experts and industry leaders, including PepsiCo, Procter & Gamble, Dow, Danone, Chanel, Unilever, The Coca-Cola Company, Chevron Phillips Chemical and Mondelēz International.

The firm currently manages c.US\$485 Mn in AUM for South Asia, South-East Asia and Latin America and is in the process of scaling its Asia growth private equity strategy. To learn more, please visit [our website](#).

Role:	Communications and Partnerships Associate
Reports to:	Head of Partnerships and External Affairs
Location:	Remote, location flexible (South and Southeast Asia)
How to apply	Application form

Opportunity:

An exciting role for a communications and stakeholder engagement professional passionate about developing and promoting strategic partnerships to advance the circular economy in high-growth markets.

Key Responsibilities:

- Support the development and execution of our partnerships and communications strategy to advance Circulate Capital's mission to scale solutions that prevent waste pollution and advance the circular economy.
- Input and execute strategic corporate communications plans, including social media, PR and events, to effectively reach priority stakeholder audiences.
- Develop a range of communications materials and manage Circulate Capital's corporate communications assets and platforms, including the website, our LinkedIn presence, stakeholder decks, etc. This entails planning, writing and editing content for development and effective release of materials.
- Support Circulate Capital's partnership program with strategic investors to maximize the scale of our impact. This includes preparing presentations for the different advisory committees and regular meetings with strategic investors.
- Coordinate with team members, partners and service providers across various geographies/time zones and organizations to ensure consistency of messaging and branding to audiences.
- Support event management to maximize presence at relevant global and regional events as well as coordinate owned events, including the Annual General Meeting, and webinars.



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- Support efforts to advocate for ambitious policies that accelerate circularity and support the waste management and recycling ecosystems. This includes supporting monitoring and developing assets such as case studies or policy briefs.
- Participate in special projects led by the Investor Relations and External Affairs team as needed

Key Competencies:

- **Strong Writing and Storytelling:** develop and deliver articles, press releases, presentations, case studies, executive briefing materials, position statements, talking points, website content, and other assets written in a timely manner; strong attention to detail.
 - Ability to take a "braindump" from a technical expert and organize it into a narrative arc.
 - Ability to pivot writing styles —from a formal, data-driven presentation for a Committee Meeting to an engaging, punchy post for LinkedIn or a well-structured brief for a policy meeting.
- **Project Management:** ability to effectively run programs and projects; ensure timeliness and accuracy of deliverables; anticipate challenges and manage internal and external stakeholders' engagement.
- **Stakeholder Management:** experience engaging and building strategic relationships with various types of stakeholders and organizations, including leaders from global corporations and NGOs, investors, entrepreneurs, and policy makers.
- **Social Media and Media Relations:** solid experience in managing social media, especially LinkedIn, including developing strategies and content, and experience in interacting with traditional media to achieve positive media coverage and protect the company's reputation.
- **Speaking Opportunities and Event Management:** ability to identify and coordinate speaking opportunities to ensure maximum exposure, develop recommendations and brief spokespeople accordingly and to actively contribute to managing own events, such as the Annual General Meeting, our flagship event gathering all Circulate Capital's investors.
- Comfortable operating in a fast-moving, fluid and multicultural environment.
- Values intellectual rigor and transparency; willing to ask for help or admit what one doesn't know.
- Fluent in English

Education and Experience:

The ideal candidate will have at least 3 years of post-college experience in communications, investor relations, or related sectors. Corporate communications experience, either in-house or with an agency, preferred. Experience working at an international level, especially across South and Southeast Asia, is a strong plus.



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We are actively creating a workplace where authentic communication, collaboration, and inclusion enable people to become their best selves, both personally and professionally, while pursuing a career with purpose and impact. Circulate Capital is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and to complying with all applicable equal employment opportunity laws.