

Job Description: Investment Analyst at Brightmore Capital

Full-Time – Dakar, Senegal, West Africa

About Us

Brightmore Capital is an early-stage impact investment firm. We invest in exceptional entrepreneurs (most of them second-time or third-time ones) who are building businesses serving base-of-pyramid consumer and the rising middle class. We look for both start-ups differentiated through disruptive technology and SMEs in more traditional industries. We are based in Dakar, Senegal and invest in founders from the countries comprising the West Africa Monetary Union (WAMU) across the following sectors: Food Innovation, Financial Inclusion, Renewables & CleanTech, and Essential Services (e.g. Education, Healthcare, Transport, etc.)

Our team's deep knowledge of the West African market, extensive investment experience, the capability to add value to portfolio company operations, and strong network of reliable and trusted local and industrial financial contacts positions it well to identify and execute on attractive investment opportunities in the region, while, at the same time, contributing to the socio-economic development of Francophone West Africa.

About the Role

You will be working closely Brightmore Capital's Partners, be exposed to many aspects of a new investment firm, and learn about investing in a fast-paced and challenging environment.

This role requires exceptional organization and time management, being an excellent communicator, a business-savvy personality, and mindset of an individual who can successfully juggle multiple tasks at any given time.

This role is structured as a two-year commitment. We are open to a longer term for the right candidate, but generally plan to support your transition into an impact investing/finance role or graduate school. Compensation is commensurate with experience.

Primary Responsibilities

- Investments:
 - Reviewing business plans of potential investments
 - Supporting due diligence efforts
 - Creation and updating of confidentiality agreements, term sheets, investment agreements, articles of association, and directors' service contracts
 - Financial modeling and valuation
 - Conducting market research, including desk research to ensure the accuracy and comprehensiveness of information utilized to make investment decisions
 - Synthesize data and integrate findings into clear, accessible materials
 - Write and present reports that outline key findings, options, opportunities, risks, scenarios, and recommendation, including drafting of Investment Committee (IC) memos
- Pipeline management and continued development:
 - Track new investment opportunities, including processing inbound deal flow
 - Managing existing deal opportunities and relevant relationships

- Investment tracking and reporting
- Attend industry-related events in Dakar
- Fund operations:
 - Assist with pipeline, partner, and ecosystem stakeholder communications including both written and verbal interactions; ensure that we maintain rapidity and quality of responses
 - Coordination of back-office and investor reporting activities
 - General office and HR-related activities, including assisting with managing the cohorts of Brightmore Fellows – assigning tasks, reviewing deliverables and general mentoring
 - Assistance with planning of LP (e.g. investor) and Brightmore Capital’s general professional network communications
 - Managing outward-facing data room and document requests, ensuring follow-up
- Manage and assist with day-to-day activities for the Partners, including:
 - Assisting the partners with meetings (scheduling and note-taking) and collecting data
 - Assist the team in preparing for meetings, trips, and conferences (Dakar and international)

About You

- Fast-paced and detail-oriented, with strong common sense
- Developed organizational skills with a “self-starter” mentality and a strong attention to detail
- Positivity in all interactions, even under stress
- Embraces constructive feedback
- “Getting things done” mentality with zero ego in terms of what you work on
- Courageous in contributing ideas and willing to ask questions
- Ability to multi-task, quickly establish credibility in new areas of work, and flexibility in taking multiple parts of key projects
- Exceptional organizational skills
- Intellectual curiosity with the ability to independently figure things out
- Proficient in Word, PowerPoint and Excel, as well as Google Docs

Preferred but not required:

- Passion for impact investing and SMEs/start-ups
- 2+ years of work experience, ideally in roles that involve some level of project management
- Background and/or experience of working in francophone West Africa
- Background in consulting, banking, corporate development / corporate strategy, or equivalent
- Knowledge of professional French
- Fluency in valuation and financial modeling

How to Apply

Please email your resume in PDF format, along with the following information to hr@brightmorecapital.com

- Subject: Analyst @ Brightmore Capital + Your Name
- 1 paragraph about why you want to work in impact investing and at Brightmore Capital specifically
- 1 paragraph on why you would be best qualified for this role
- List 3 early-stage companies you love and why
- Link to your LinkedIn Profile