

# Communication Fellow

## Position Description

### *About the Position*

Brightmore Capital is seeking an energetic, passionate, and intellectually curious Analyst/Fellow to join our team. This position is ideal for a current business school student, or a student of another relevant graduate degree, with some work experience (2-5 years) who is passionate about venture capital, private equity, impact investing and frontier markets. Brightmore Capital is looking for a team member who can learn and adapt quickly to a fast-moving, start-up environment and would be able to take on multiple projects at the same time. The position can be executed either onsite in Brightmore Capital Dakar office or offsite remotely.

### *Key Activities*

The position will be responsible for the following activities. This is not an exhaustive list, as actual responsibilities will shift based on the firm's key strategic objectives.

#### General Communication:

- Create effective communication strategies for Brightmore Capital
- Coordinate external and internal communications flow (memos, newsletters, etc.)
- Design sketches of the online media announcements
- Create content for company website and blog
- Plan events, seminars and press conferences
- Communicate with media regularly
- Manage media inquiries and arrange interviews, statements, etc.
- Build long-term relationships with influencers and key stakeholders
- Serve as a facilitator and provide solutions for peaceful resolution of disputes on social media (if any)

#### Investor Relations:

- Writing and drafting news briefs, articles, and reports
- Participate in the creation of impact reports for investors

### *Term & Schedule*

The term of the position will be negotiated individually with each candidate.

We are generally flexible with work schedules and are open to candidates who want to pursue an internship during the course of their semesters or in conjunction with other engagements. Likewise, the workload will be set based on the candidate's availability and can generally range from 10 to 40 hours a week.

In order to structure communications and assignment of projects, the following meetings will be set up:

Meeting Name	Attendees	Frequency & Duration	Objective
--------------	-----------	----------------------	-----------

Team Planning Call	All Hands	By-Weekly / 60 mins	Set strategic objectives, project priorities, discuss status
Weekly Touch-Point	Supervisor	Weekly / 30 mins	Set weekly tasks, review status, discuss projects
Ad-Hoc Meetings	Varies	As Needed	Discuss specific projects and tasks

## ***Qualifications***

- Passion about our vision, an entrepreneurial spirit, courageous in contributing ideas and willing to ask questions
- Ability to multitask, quickly establish credibility in new areas of work, and flexibility in taking multiple parts of key projects
- Strong academic record and demonstrates leadership abilities
- Developed organizational skills with a “self-starter” mentality and a strong attention to detail
- Experience and knowledge in copywriting, proofreading and editing
- Excellent portfolio with a proven track record of successful project management examples
- Photo and video-editing skills
- Excellent communication, interpersonal and presentation skills
- Outstanding organizational and time-management skills
- Experience in web design and content production is a big plus
- Proficiency in Word, PowerPoint and Excel

## ***About Brightmore Capital***

Brightmore Capital is an investment management and advisory firm focused on the West African region. We are currently developing projects in Senegal and Côte d'Ivoire along with investment interest in other countries in the region. Our investment team is composed of professionals with experience of living, working and investing in West Africa and with strong business ties to the region, as well as external advisors from target sectors.

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 West Africa.