



JOB DESCRIPTION: ENGAGEMENT ANALYST

Engagement Analyst, Sefa (Social Enterprise Finance Australia)	
Reporting to	Head of Engagement
Position summary	<p>The Engagement Analyst will be responsible for supporting the Head of Engagement and Engagement Manager in driving cross sector business and product development and delivery. The Head of Engagement is responsible for the strategic building of Sefa's professional service offering and for building partnerships to strengthen Australia's for-purpose financial ecosystem.</p> <p>This role will include supporting the delivery of the fee-for-service offering at Sefa, ranging from investment readiness and due diligence to bespoke funding and capability building programs in collaboration with partners.</p> <p>The Engagement Analyst will focus on service delivery, and support the Engagement team with business development and pitching, to help build and maintain:</p> <ul style="list-style-type: none">A) A robust and profitable pipeline of fee-for-service engagementsB) A strategic portfolio of bespoke funding opportunities with social impact at their centreC) An engaged stakeholder group including partners (clients, investors, stakeholders) who integrate with the strategic activities of the Sefa group.
Location	Sydney with travel within Australia
Key responsibilities	<ul style="list-style-type: none">• Assist in the delivery of advisory engagements, with a focus on capability building for investment readiness, due diligence, capital structuring, capital raising support, payment-by-outcome tenders and bespoke funding solutions• Assist with preparing requests for proposal, evaluation frameworks for clients, written reports, presentations and reporting to funders and partners• Conduct research and engage in market sounding and stakeholder consultations to augment the foundations and evidence base of our advisory engagements, and identify new trends, gaps and opportunities• Support the Head of Engagement and Engagement Manager in maintaining relationships with key stakeholders and partners• Work with Sefa Partnerships on joint projects and proposals, with a focus on blended finance and capacity building
Knowledge and Skills required	<p>Essential</p> <ul style="list-style-type: none">• Passion, energy, commitment and understanding of the impact investing / social finance / social enterprise / for purpose sectors• Ability to multi-task and contribute to multiple projects at any one time

- Relationship building skills with a focus on patience and resilience given the nature of the evolving impact investment sector in Australia
- Highly developed analytical skills, e.g. around financial analysis and/or investment assessments
- Strong interpersonal and communication skills with the ability to interact with a variety of audiences and levels of technical expertise
- Proficiency in business language and ability to develop compelling proposals and deliver succinct and insightful reports
- Highly developed MS Excel and PowerPoint skills

Very helpful

- Experience working in a high tempo professional services environment
- Demonstrated responsibility for project leadership and delivery
- Existing network in the for purpose/social impact sector
- Understanding of the policy development cycle and government procurement

Qualifications

Degree education or equivalent.

For more information, contact Hanna Ebeling:
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Sefa client, Melbourne City Mission