



# Venture Fund Portfolio Manager (REQ#561191)

Division: Office of Innovation

*Duration: 12 months part-time (4 days a week)*

*Duty Station: Remote*

## Advertising summary

UNICEF's Office of Innovation is hiring a Portfolio Manager to lead in management of the Venture's Fund investment portfolio of early-stage funding, and to contribute to strategic guidance to maximize the Fund's return on investment.

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UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

## For every child, innovate...

UNICEF has a 70-year history of innovating for children. We believe that new approaches, partnerships and technologies that support realizing children's rights are critical to improving their lives.

The **Office of Innovation** is a creative, interactive, and agile team in UNICEF. We sit at a unique intersection, where an organization that works on huge global issues meets the start-up thinking, the technology, and the partners that turn this energy into scalable solutions.

UNICEF's Office of Innovation creates opportunities for the world's children by focusing on where new markets can meet their vital needs. We do this by:

- Connecting youth communities (or more broadly -- anyone disconnected or under-served) to decision-makers, and to each other, to deliver informed, relevant and sustained programmes that build better, stronger futures for children.
- Provoking change for children through an entrepreneurial approach -- in a traditionally risk averse field -- to harness rapidly moving innovations and apply them to serve the needs of all children.
- Creating new models of partnership that leverage core business values across the public, private and academic sectors in order to deliver fast, and lasting results for children.

The Office of Innovation specifically looks to form **partnerships around frontier technologies** (like drones and UAVs, blockchain, 21st century skills, urban technologies, new banking tools, wearables and sensors, or 3D-Printing) that

exist at the intersection of \$100 billion business markets and 1 billion person needs – and to identify how they can grow and scale profitably and inclusively.

### **Our team**

We're an interdisciplinary team around the world tasked with identifying, prototyping, and scaling new technologies and practices. With our partners, we focus on convening and collaborating on new and different solutions, low- and high-tech, by:

- **Looking** at the 2-5 year horizon to evaluate emerging and trending technologies and to see how UNICEF can work with the private sector on doing better business while improving essential services for children;
- **Investing** in early stage solutions that show great potential to positively impact children in the 02 year future including the Venture Fund that invests in open source technology solutions from start-ups based in UNICEF's programme countries;
- **Identifying** proven solutions that can be implemented at national scale in multiple countries – taking the ideas that help thousands in one country, bringing them to dozens of countries across multiple sectors, and impacting the lives of millions of children.”

### **How can you make a difference?**

The UNICEF Venture Fund has been specifically designed to finance early stage, open-source technology that can benefit children. The core motivation of the Venture Fund is to identify "clusters" or portfolios of initiatives around emerging technology - so that UNICEF can both shape markets and also learn about and guide these technologies to benefit children. We invest in solutions that can impact the lives of the most vulnerable children. We find these solutions clustered around \$100 billion industries in frontier technology spaces, such as: UAVs, virtual and augmented reality, artificial intelligence, nanosatellites, and human dynamics.

With \$35M raised to date, the Venture Fund is scaling its investment portfolio with the aim of investing in 20 start-ups every year. The current portfolio consists of several cohorts of companies developing and piloting solutions in virtual and augmented reality, data science and artificial intelligence, blockchain, UAVs, IoT, and in assistive technology. In 2021, the Fund also issued its first sets of bridge and acceleration funding to companies whose solutions are promising and meet the specified criteria.

### **Your main responsibilities will be:**

The Venture Fund is looking for a part-time Portfolio Manager to lead in management of the Venture's Fund investment portfolio of early stage (seed) funding, and to contribute to strategic guidance to maximize the Fund's return on investment.

This role will manage and maintain a strategy to assess portfolio needs, manage technical assistance, identify opportunities, and guide cohorts and technical collaboration between companies.



<p><b>Activity:</b> Monitor and collect metrics for performance monitoring (business and product development) and ROI for specific cohorts of early stage investments, and apply insights to guide portfolio management strategy</p> <p><b>Deliverable:</b> Companies are onboarded to Visible VC and submit metrics on a monthly basis</p>															
<p>Technical Assistance Programme; Develop and monitor an overarching technical assistance strategy per portfolio and individualized plan per portfolio company</p>															
<p><b>Activity:</b> Collect needs assessment per cohort and based on the inputs, strategize on a cohort level technical assistance strategy</p> <p><b>Deliverable:</b> Needs Assessments received per company</p>															
<p><b>Activity:</b> Engagement with and coordination of individual mentors' support for cohorts of investees.</p> <p><b>Deliverable:</b> Recurring monthly roundtable meetings with mentors to discuss cohort updates and updated tracking sheet capturing company progress per mentorship area</p>															
<p><b>Activity:</b> Management of specific mentors contractual responsibilities</p>															

<b>Deliverable:</b> Mentors are delivering their tasks as outlined in their ToRs															
<b>Activity:</b> Coordinate engagement of Ventures Tech Leads, DPG Alliance, and advisers with portfolio companies  <b>Deliverable:</b> Workshops and/or meetings hosted between the mentioned stakeholders and portfolio companies															
<b>Activity:</b> Monitoring of the Technical Programme results via collection of different success indicators  <b>Deliverable:</b> Feedback forms, surveys, and qualitative feedback collected from the portfolio companies															
Stakeholder Management (internal/external); Identify and manage growth opportunities for portfolios and individual companies															
<b>Activity:</b> Identify new partnership opportunities on portfolio and company level and engage in partnership and collaboration discussions with relevant stakeholders  <b>Deliverable:</b> Ongoing conversations with relevant partners and connections facilitated between start-ups and potential partners/funders															
<b>Activity:</b> Identify opportunities to showcase portfolio successes externally and bring visibility to the cohort															

<b>Deliverable:</b> Demo Day hosted per cohort and other opportunities for cohort engagement, such as event participation, identified	█						█					
<b>Activity:</b> Coordinate with the team to identify opportunities for portfolio company growth across UNICEF country office and programmatic divisions  <b>Deliverable:</b> Ongoing discussions with the relevant stakeholders and participation in team wide recurring VF showcases, ie ICT4D Bi-annual showcase		█			█			█			█	
Payment Schedule (percentage of total fees)	8%	8%	9%	8%	8%	9%	8%	8%	9%	8%	8%	9%

### To qualify as an advocate for every child you will have...

- An advanced university degree in finance, entrepreneurship, business administration or relevant field
- \*A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.
- A minimum of five years of progressively responsible professional work experience in relevant field.
- Demonstrated management-level experience in managing portfolios of investments ideally in venture capital required
- Demonstrated experience in developing partnerships and entrepreneurial strategies
- Experience in coordinating and monitoring complex projects, product development, business growth and ROI metrics
- Experiences in coordinating teams to reach ambitious goals
- Strong written and verbal communication skills required, including external representation and presentations, facilitation of networks of communities
- Experience of managing networks and portfolios of consultants and technical advisors to deliver against agreed objective required
- Understanding of different contexts and experience working in developing countries desired
- Ability to synthesize technical information and translate it into accessible products and systems
- Knowledge of international development and key challenges affecting children in developing countries is desired
- Fluency in English is required. Knowledge of another UN language is an asset.

### For every Child, you demonstrate...

UNICEF's values of Care, Respect, Integrity, Trust, Accountability, and Sustainability ([CRITAS](#)).

To view our competency framework, please visit [here](#).

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. The UNICEF family is committed to include everyone, irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

UNICEF offers reasonable accommodation for consultants/individual contractors with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.