

EXECUTIVE DIRECTOR FUND OF FUND INVESTMENTS – (Job Code: 002)

Department	Investments / Operating Team
Reporting To	CEO
Location	Mumbai / Delhi

JOB RESPONSIBILITIES

- Conceptualise and formulate Fund of Fund investment process. Actively involved in managing NIIF's Fund of Funds business covering entire life cycle from sourcing to exit.
- Identify Fund Managers across debt and preferred equity funds, co-investments, secondary, debt and preferred equity structures.
- Instrumental in designing the Strategy/Policy for the Fund of Funds business of NIIF. Formulate investment strategy and portfolio construction.
- Design the risk evaluation matrix for appraisal of Fund of Funds. Introducing system procedures, monitoring and review mechanism for NIIFs investments in various Funds.
- Originate, track, manage relationship and analyse companies and fund managers in the Infrastructure Investments space.
- Represent NIIF on investor advisory boards and support fund-raising process.
- Actively involved in deal sourcing, deal evaluation, presentation to Investment Committee, negotiation of terms sheet and fund documentation, asset monitoring and exit from various AIFs wherein NIIF is LP.
- Develop best in class asset management processes and systems to ensure active oversight and management of fund investments
- To ensure that the minimum defined IRR of the fund is achieved (short-term and long term)
- To ensure that all Qualitative & Quantitative Objectives of the Fund are met at all times

TEAM BUILDING

- Ability to join a small dedicated team of professionals taking it from inception through to a large corporation. Should be able to manage an investment team and work in the team culture of the organisation.
- Recruits, mentors and develops strong team of investment professionals
- Ensures team stays motivated, high employee satisfaction scores and low attrition levels
- Continuously looks for ways to improve organizational and investment processes

KEY SKILLS

Key attributes of the successful candidates would be:

- 18+ years of overall experience; a minimum 10-12 years of Fund of Fund experience is strongly preferred
- Strong written and verbal communication skills, knowledge of finance and accounting is required; ability to interact with top management teams is a must
- Understanding of business dynamics across key infrastructure sub sectors, characteristics of good investments, and good financial and analytical skills are expected
- Outstanding academic background with undergraduate degree from IITs / equivalent qualification, along with post graduate degree in business / accounting from premier institutes
- Understanding of key infrastructure sectors and associated issues with key understanding of equity investment in infrastructure projects
- Ability to operate with limited supervision. Dedicated team player with a strong sense of ownership; eager to learn and work with others.

- Impeccable integrity and committed to core values and ethical business conduct in all business practices.. An entrepreneurial, can-do and collaborative mindset. Understanding of cultural differences and possesses proven cross-cultural skills.
- High impact & influence: Ability to influence the Board to take key decisions and interact credibly with the senior leadership and gain the confidence and trust at all levels of the organisation.