

NOW HIRING

# Regional ESG and Impact Manager, Latin America and Caribbean



CIRCULATE CAPITAL

Circulate Capital is an investment management firm dedicated to incubating and financing companies that prevent ocean plastic and advance the circular economy. The Circulate Capital Ocean Fund is the firm's flagship fund, which focuses on the prevention of mismanaged plastic waste in countries located in South Asia and Southeast Asia, regions that contribute disproportionately to ocean plastic pollution.

Founding investors include PepsiCo, Procter & Gamble, Dow, Danone, CHANEL, Unilever, The Coca-Cola Company, Mondelez and Chevron Phillips Chemical Company LLC. To learn more, please visit [our website](#).

## **Circulate Capital seeks an experienced Regional ESG and Impact Manager**

The successful candidate will ensure compliance and risk management on environmental, social and governance (ESG) matters and accurate, timely impact reporting to our investors and stakeholders. This is an exciting opportunity to join an entrepreneurial team, with significant responsibility to improve practices in measuring, managing and reporting the impact of responsible and inclusive circular economy solutions and engage with the world's largest consumer brands, development finance institutions, and institutional investors.

### **LOCATION AND REPORTING LINE**

This is a full-time role reporting to the Chief Impact Officer. The role location is flexible within the Americas with a valid work permit, noting that our HQ is in Singapore.

### **KEY RESPONSIBILITIES**

#### **Impact and ESG Management**

- ▶ Manage all aspects of Impact and Environmental and Social (E&S) Performance through the investment process for a diverse portfolio of circular economy solutions in Latin America and the Caribbean, working in partnership with the Circulate team, portfolio companies and third-party consultants.
- ▶ In collaboration with the Impact, Investment, and Operations teams, ensures our investment process is consistent with Circulate's Environmental and Social Management System and Impact Management System, highlighting opportunities to improve performance, and that we are in compliance with global reporting standards and frameworks, including IFC Performance Standards, UN Principles of Responsible Investment (PRI), Operating Principles for Impact Management, UN Universal Declaration of Human Rights, and World Bank EHS Guidelines, as well as national regulations and standards in relevant markets.
- ▶ Assess E&S risks prior to investment, with the ability to conduct internal reviews, manage consultants to provide independent, external reviews, and offer practical recommendations for mitigations and improvements to prospective portfolio companies and our investment team.
- ▶ Monitor environmental and social performance of portfolio companies, maintaining reliable documentation and data on companies during portfolio management, and at exit to support efficient investment processes, delivery of impact and compliance reporting.
- ▶ Serves as thought partner and technical resource to the LAC investment team on a wide range of topics, ranging from impact themes to sector, market and policy dynamics.

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## KEY RESPONSIBILITIES (cont'd)

- Builds capacity of Circulate's LAC team and portfolio companies on impact and E&S management and operations, including supporting trainings and learning opportunities virtually and in-person
- Share knowledge and resources with Investment Teams, enabling them to support Portfolio Companies in their impact, ESG compliance, and sustainability reporting plans.
- Build capacity of portfolio companies on ESG compliance/risk management topics, including operational excellence, responsible labor and supply chain management, and more.
- Act as a key regional point of contact for ESG and impact with stakeholders, including portfolio companies, LPs and other stakeholders.

## Reporting and Analysis

- Support Impact Data Manager on impact data collection, analyses, and reporting by conducting QA/QC and presentations.
- Support Circulate Capital's annual third-party verification/audit process and production of associated public reporting.
- Support the production of impact insights and research, identifying emerging trends and assessing their implication for financial institutions, portfolio companies, and other stakeholders.
- Conduct research and analysis on other portfolio-level or special topics, such as country-specific policy developments, climate, gender and responsible work, as needed.

## KEY COMPETENCIES

### Highly-qualified candidates will have:

- A formal education/degree in environmental science/engineering, finance, sustainability, or related fields.
- Minimum 5 years' documented experience and knowledge of E&S risk assessment and remediation, and impact assessment and reporting in a related sector aligned with global standards and frameworks (as specified above).
- Excellent process management and organizational skills, with experience managing collaborative cross-functional projects with multiple dependencies and on tight timelines.
- Strong stakeholder engagement skills, with experience effectively managing relationships and reporting across cultures with SMEs, government regulators, multinational corporations, development finance institutions, and/or institutional investors.
- Strong communication skills, with ability to communicate complex analysis and ideas in a concise and accessible manner in English and at least one other (Spanish or Portuguese) – written, visually, and verbally.
- Advanced data management skills, including quality assurance, analytics, and visualization, with close attention to detail.
- Enjoys working in a fast-paced, collaborative, results-driven environment and helps to set the pace with others
- Proficiency with Google Workspace tools; Microsoft Excel (advanced); Tableau or other data visualization tools; Affinity or other CMS.
- Values intellectual rigor and transparency; willing to ask for help or admit what one doesn't know; comfortable with ambiguity and changing entrepreneurial environments.
- Fluency in English, and either Spanish or Portuguese.

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## KEY COMPETENCIES (cont'd)

Highly-qualified candidates will have:

- › Ability to work both with limited supervision and in collaboration with both global and regional teams.
- › Demonstrated expertise in examining environmental and social risks, remediations, and impact opportunities of sustainable/responsible supply chain, manufacturing, or waste management processes, including life cycle assessments (LCAs) or gender analyses.
- › Knowledge of regulatory considerations for manufacturing and related sectors in priority markets in the region (e.g., Mexico, Brazil, Colombia).
- › Experience working with development finance institutions and family offices.
- › Proficiency with Google Workspace tools (Docs, Sheets, Slides, DataStudio); CMS (Affinity).
- › Ability to work effectively both with limited supervision and in collaboration with a global team, with excellent project management skills.

## WHAT WE OFFER

- › **Competitive Compensation:** A competitive salary and benefits package.
- › **Professional Growth:** Opportunities for professional development and career growth.
- › **Innovation and Improvement:** Engage in project management and continuous improvement processes.
- › **Collaborative Environment:** A supportive and collaborative work culture.
- › **Dynamic Growth:** The opportunity to be part of a dynamic and growing company dedicated to making a positive environmental impact.

## HOW TO APPLY

[Click here to apply directly.](#)

*We are actively creating a workplace where authentic communication, collaboration and inclusion enable people to become their best selves both personally and professionally while having a career with purpose and impact. Circulate Capital is an Equal Opportunity Employer.*