

NOW HIRING

Investment & Impact Data Analyst



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 organized and experienced data analyst that enjoys unlocking “fragmented” data to provide accurate, timely and insightful reporting to our team, investors and other stakeholders.

This is an exciting opportunity to join an entrepreneurial team, with significant responsibility for measuring, managing and reporting the performance and impact of responsible and inclusive circular economy solutions, as well as the operational performance of our firm overall. The successful applicant will represent the leading circular economy impact investor in high-growth markets, working in partnership with the world's largest consumer brands, development finance institutions, and institutional investors.

LOCATION AND REPORTING LINE

The role location is based in Singapore (HQ) or remote (South or Southeast Asia preferred). Reports to the Chief Impact Officer.

KEY RESPONSIBILITIES

Data Systems Management

- Serves as technical expert for Circulate Capital's data systems, i.e., investment- and portfolio-level impact and financial data, and contact management system (Affinity), in alignment with firm policies and regulatory and investor requirements
- Ensures firm-wide data policies and systems (including data security, impact management, and others) are in place and implemented, interacting with external consultants as needed
- Monitors portfolio companies' compliance with Circulate Capital's data rights policies
- Builds and maintains cross-portfolio data trackers that bring together multiple sources of data on specific topics, such as market-level commodities pricing or pipeline analyses
- Assesses and recommends improvements to existing and new data systems over time as the firm grows

Reporting and Financial Analysis

- Supports investment and global teams on data collection, analyses and reporting; conducts QA/QC and ensures data are available and presentable/usable by our teams
- Ensures timely, accurate and clear performance dashboards and reports, following a robust calendar of internal and external reporting requirements throughout the year
- Supports Circulate Capital's annual third-party verification/audit processes and production of associated public disclosures and reporting
- In collaboration with colleagues across the firm, generates quantitative analysis on portfolio-level or thematic topics, as needed

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KEY RESPONSIBILITIES (cont'd)

Stakeholder Communications

- Supports our leadership team, Investor Relations and External Relations teams in preparing and presenting data about our firm, investment and impact performance in an engaging way for different audiences
- Develops and implements training and documentation for internal and external audiences related to the above-mentioned activities

KEY COMPETENCIES

Highly-qualified candidates will have:

- Formal education/degree in data science, finance, or related fields.
- Minimum 3 years' experience in quantitative analysis, performance measurement and reporting, management consulting, and/or third-party disclosures or assurances.
- Advanced data management skills, including quality assurance, analytics, and visualization, with fine attention to detail.
- 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 with SMEs, government regulators, multinational corporations and/or development finance institutions.
- Fluency in English, with the ability to communicate complex analysis and ideas in a concise manner – written, visually, and verbally.
- Values intellectual rigor and transparency; willing to ask for help or admit what one doesn't know; comfortable with ambiguity and changing entrepreneurial environments.
- Enjoys working in a fast-paced, collaborative, results-driven environment and helps to set the pace with others.
- Proficiency with Google Workspace tools (Docs, Sheets, Slides); Excel; Affinity (our CMS); Tableau.

Desired qualities:

- Experience designing and implementing user-centric data management processes and systems that can translate into mission-critical projects for our small, but fast-growing firm.
- Demonstrated understanding of financial analysis, data platforms and tools, in the context of climate-related impacts, sustainable/responsible supply chain, manufacturing, or waste management processes, or gender and livelihoods.
- Experience working with a range of financial institutions, e.g., impact investors, fund managers, development finance institutions, institutional investors or family offices.
- Fluency in English, plus at least one other language.

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.