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## **Associate Director | Fund Management**

The Associate Director, Fund Management is responsible for the operational management, discipline, and reporting of Pelsung's seed and venture funding architecture. The role supports fund pipeline development, capital tracking, investment process discipline, and portfolio monitoring, while ensuring that origination, approval, disbursement, and accounting remain appropriately separated. This is a fund management and capital governance role, not a finance administration post.

### *Reporting line*

**Reports to:** Director, Innovation Lab

**Functional accountability to:** Investment Committee and AFD/finance controls on disbursement, reporting, and compliance matters.

### *Role in Pelsung*

Pelsung functions with a 2-engine structure, the Innovation Lab for innovation and ventures and the Secretariat for daily functions and execution. This role sits in the Innovation Lab because the Lab owns early-stage capital logic, seed pipeline development, and venture support. Pelsung's capital handling policy dictates a separation of powers: the Lab proposes, committees approve, and finance controls disbursement and reporting.

### *Key responsibilities*

#### A. Fund architecture and pipeline management

- Manage the operational architecture of the seed fund and venture funding pipeline.
- Maintain capital source mapping, funding restrictions, instrument logic, and permitted use tracking.
- Distinguish clearly between operating capital, programme capital, and investment capital in all fund-related work.

#### B. Investment process management

- Prepare investment memos, seed allocation notes, milestone reviews, and committee materials for the Investment Committee and Board as required.
- Track venture eligibility, stage-gates, milestones, approvals, and capital deployment conditions.



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- Ensure capital requests are documented, analysed, and routed through the correct approval pathway.

#### C. Portfolio monitoring

- Maintain portfolio tracking for all seed allocations, prototype grants, venture exposures, and funding commitments.
- Monitor milestone achievement, capital utilisation, reporting compliance, and emerging portfolio risks.
- Prepare periodic portfolio reports for management, committee review, and Board oversight.

#### D. Compliance and controls interface

- Work closely with AFD/finance to ensure disbursement, accounting, and reporting controls are followed.
- Ensure that no capital is released outside approved authority.
- Maintain documentation for investment governance, related-party checks, conflict declarations, and restrictions by fund source.

#### E. Fundraising and structuring support

- Support preparation of materials for partner capital, concessional funding, philanthropic support, and external investment participation.
- Contribute to development of the Pelsung Fund structure, investment policies, and capital allocation rules over time.

#### *Decision rights*

Within approved mandates, the AD may:

- manage capital pipeline workflows;
- prepare investment and seed allocation documentation;
- monitor venture milestones and recommend progression, pause, or discontinuation;
- coordinate with finance on approved disbursement execution.

The role does not have authority to:

- approve equity, debt, or convertible positions;
- authorise fund disbursement outside approved process;
- override committee or Board decisions;



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- mix capital buckets or repurpose restricted capital.

#### *Key performance indicators*

- Quality and timeliness of investment memos and committee materials
- Accuracy of portfolio tracking and capital reporting
- Compliance with fund restrictions, stage-gates, and approval rules
- Speed and discipline of approved capital deployment
- Quality of venture milestone monitoring
- Readiness of the institution for formal fund maturity and external participation

#### *Candidate profile*

- Strong analytical and capital management capability
- Comfort with investment logic, financial discipline, and governance controls
- High documentation standards and fiduciary judgement
- Able to bridge venture energy with institutional discipline
- Detail-oriented without becoming bureaucratic

#### *Ideal experience*

- 5-8 years of experience in investment analysis, fund operations, venture finance, project finance, portfolio management, or grant/investment management
- Experience in preparing decision memos, tracking capital use, and working with governance bodies