



Position description

Position title	Associate - Innovation Fund	Location	Sydney
Function	Innovation Fund	Reports to	Executive Director – Innovation Fund

Purpose and scope

The Clean Energy Innovation Fund (CEIF) was created to support the growth of innovative clean energy technologies and businesses, which are critical to Australia's clean energy transformation, and is part of the CEFC.

Drawing from the CEFC's \$10 billion funding pool, the CEIF has up to \$200m available for investments into early-stage and start-up businesses, typically investing equity in companies which are focused on renewables, energy efficiency and low emissions technologies. The CEIF does not make grants.

The CEIF looks for technologies and businesses that have passed beyond the purely research and development stage, but are not yet of sufficient maturity, size or otherwise commercially ready to attract sufficient private sector capital. These companies can benefit from growth or early stage capital to help them get to the next stage of their development.

The CEIF currently has a dedicated team of 5 within the CEFC and operates in consultation with the Australian Renewable Energy Agency (ARENA), with ARENA providing expert technical review and representation on the CEIF's investment committee.

The CEIF is targeting a diversified portfolio of clean energy investments with a long-term commercial outlook. As part of the CEIF's activities, the CEFC is creating opportunities for private and institutional financiers to also support innovative clean energy investments through co-investment.

This Associate role supports the CEIF to identify, evaluate, invest in and support innovative clean technology companies.

The incumbent will:

- research emerging technologies, markets, and industry trends;
- conduct due diligence on a wide range of investment proposals, analysing business plans, competitors, management capability, customer demand and financials;
- participate in structuring, negotiating, and executing investment transactions;
- support the writing of investment proposals and recommendations to the investment committee;
- assist in the ongoing management of CEIF investments, providing assistance to the management and boards of investee companies and participating in their divestment;
- build working relationships with internal and external stakeholders, participate in industry events, and develop their networks;
- provide information to stakeholders, representatives, and potential clients including managing internal databases and processes;
- assist Innovation fund business development activities as required.

Key relationships

Internal

Innovation Fund team, Portfolio Management team, Investment team, Credit & Risk team; Legal team, Finance team, Executive Team

External

Clean technology business owners / representatives, the Venture Capital and cleantech investment community, business advisors, industry associations, ARENA representatives, Government Ministers/ representatives

Duties and responsibilities

RELATIONSHIP MANAGEMENT

- Supporting business origination by responding to Innovation Fund enquiries and managing initial communication with potential clients
- Raising market awareness of the Innovation fund and CEFC
- Attending client meetings, site visits and participating in events and workshops
- Leveraging and broadening existing networks to pro-actively identify potential business opportunities
- Collaboration with potential investees to understand their business and market and identify suitable opportunities

TRANSACTION STRUCTURING AND EXECUTION

- Evaluation of a wide range of business models and technology types
- Development, structuring and evaluation of potential investment opportunities in a support role to senior members of the Innovation Fund
- Risk analysis of investment opportunities, preparation of investment papers, assistance with structuring and negotiation of terms and engagement with internal and external lawyers and due diligence providers

ADDITIONAL RESPONSIBILITIES

- Maintaining internal databases and Innovation Fund processes
- Knowledge-sharing, reporting, and assisting CEFC employees in relation to opportunity identification
- Act as liaison between potential stakeholders and CEFC employees to progress business opportunities

Key skills, knowledge, experience, and qualifications

- Experience of working with or for early stage companies, ideally from both a technology and business perspective
- Strong commercial acumen to identify early stage opportunities, evaluate business plans, assess company viability, and recommend suitable transaction structures
- Spreadsheet numerate, with strong financial modelling skills and able to follow a complex financial negotiation
- Technical skills across financing structures, accounting and financial report interpretation, risk analysis and legal due diligence (highly desirable)
- Experience in researching and understanding emerging technologies, regulations, markets and policies
- Demonstrated capability to leverage established networks and engage and manage internal and external relationships
- Innovative and collaborative mindset to successfully identify potential market opportunities
- Polished communication and presentation skills, with the ability to explain complex concepts to potential customers/ stakeholders

- Persuasive negotiation skills
- Exceptional written communication and report-writing skills
- Highly developed interpersonal, teamwork and collaboration skills
- Organized and effective in high pressure situations, with demonstrated ability work to tight deadlines
- Utmost integrity and be a representative of CEFC's values and mission

Qualifications/experience:

Tertiary degree in Business, Finance, Commerce, or other relevant area