



## **Terms of Reference**

<b>Position title:</b>	Business Finance Specialist
<b>Duration:</b>	Permanent, full-time
<b>Date required:</b>	Immediately
<b>Duty station:</b>	Victoria, BC, Canada

### **ABOUT THE ARTISANAL GOLD COUNCIL:**

The Artisanal Gold Council (AGC) is a not-for-profit organization based in Victoria, Canada. The AGC is dedicated to improving the opportunities, environment, and health of the millions of people involved in artisanal and small-scale gold mining (ASGM) in the developing world. Led by a multidisciplinary team of experts, the AGC is one of the few agencies in the world that has the sustainable development of the ASGM sector as its core mission.

Established in 2007, the AGC is known for innovation. We develop practical solutions to the sector's challenges based on our deep field experience in artisanal and small-scale mining communities. The AGC employs an integrated approach to our programs focused on improved practices, governance, health, the environment, gender, markets and livelihoods. The AGC is a fast-growing organization that is currently implementing projects in over a dozen countries worldwide. For more information, visit: [www.artisanalgold.org](http://www.artisanalgold.org).

### **JOB DESCRIPTION AND MAIN DUTIES**

The AGC seeks a business finance expert to assist in developing innovating models and bringing needed capital to the Artisanal and Small-Scale Gold Mining (ASGM) sector. Ideally, the candidate will possess a business degree and have a strong understanding of the mining sector and some experience with the financial markets, capital raising, mining investment and impact investment.

The Business Finance Specialist will mainly work with the project manager for the AGC's planetGOLD Global project. They will be responsible for accomplishing some of the project's deliverables, including the creation of technical reports for some of the planetGOLD child projects. The technical reports will contain operational and financial data to support investments in creating responsible ASGM mining businesses. Knowledge of NI 43-101 mining technical reports is an asset. The candidate will also work on project deliverables related to the professionalization of the mining industry including business plan development and investor outreach. The candidate will ensure the achievement of project results while participating in managing project budgets, resources and timelines.

The position will work closely with AGC's Business and Investment Specialist and the project's internal AGC advisory group.

**Duties include:**

- Create detailed reports on select ASGM operations, which will form the basis for investment decisions.
- Assist in creating innovative financial systems, social enterprise models, and business infrastructure models and policies, together with the AGC team and the planetGOLD programme that will lead to the capitalization of the ASGM sector.
- Share responsibility for all aspects of AGC's part in the planetGOLD Global project, including developing project implementation and work plans, project strategies, finances, logistics, communications, project monitoring and evaluation, and administration, including the relationship with the funder.
- Day-to-day monitoring of project implementation and progress.
- Assist in the preparation of project reports.
- Collaborate with ED and Finance Manager in the development of annual budgets and financial reporting.
- Help develop the organization's public profile and foster effective and productive relationships around business and investment with private entities and other organizations.
- Represent AGC and act as spokesperson at public functions, meetings and to the media as needed.
- Form business partnerships and utilize business technology to help artisanal mining communities overcome business and investment challenges.
- Contribute to the creation of and training for a portfolio of new business start-ups in direct collaboration with and under the supervision of other key team members and partners.
- Develop and maintain relationships with entrepreneurial networks in pursuit of partnership opportunities.
- Support as needed, the content creation, design, and distribution of clear, concise marketing materials, research papers, newsletters, curricula, and other program materials.

**QUALIFICATIONS & PROFESSIONAL QUALITIES**

- 3-5 years of business development and finance experience.
- Practical hands-on development of businesses and business partnerships.
- Familiarity and understanding of the mining industry, ideally with the gold mining sector, including production and trading.
- Strong academic credentials with solid quantitative capabilities, including a degree in Finance, Economics, Business, or related fields.
- Willing and able to travel internationally and to remote locations.
- Able to thrive in an independent work environment, possess strategies and experience for maintaining connections with a team.
- Excellent writing and communication skills.
- Strong presentation and engagement skills, ability to use narrative and data to create compelling presentations.
- A team player.
- Must be able to legally work in Canada and be based in Victoria, BC (please specify a willingness to relocate in application).

## **LANGUAGE**

Fluency in written and spoken English is required. Knowledge of additional languages is considered an asset.

## **HOW TO APPLY**

**To apply to this position, please send a cover letter and resume, in English, stating the job title in the subject line, to [careers@artisanalgold.org](mailto:careers@artisanalgold.org).**

Thank you for your interest, applications will be treated in the strictest confidence. Please know that only those selected for interviews will be contacted.