



FICHE DE POSTE – RESPONSABLE OF STRATEGIC COMMUNICATIONS, LOBBY, INFLUENCE AND FINANCIAL REPORTING

Entity: Opera Capital – Climate Private Equity Fund

Location: Dakar, Senegal

Contract: Full-time / Permanent

POSITION OVERVIEW

As a trusted extension of the CEO, this role is not just about managing communication — it is fundamentally about **building and protecting her visibility, voice, credibility, and influence**. You will serve as the CEO's **strategic shadow**, working behind the scenes to craft her public image, amplify her leadership brand, and anchor her position as a central figure in Africa's industrial and climate finance transformation.

This mission includes not only the communications strategy for the fund but more critically, the **personal branding and positioning of the CEO as an influential, respected, and sought-after leader** in private equity, climate, and economic sovereignty in Africa. The role demands **absolute loyalty, discretion, and the highest level of confidentiality**.

As a strategic member of the leadership team, you will lead all external and internal communication, financial reporting to investors, institutional positioning, governance communications (Boards and Investment Committees), stakeholder engagement (DFIs, foundations, donors), and influence-building initiatives aligned with Opera Capital's mission to drive climate-resilient industrialization, agriculture, job creation in Francophone Africa.

This role combines high-level content development, investor-grade financial communication, international positioning, and stakeholder diplomacy.

KEY RESPONSIBILITIES

1. Executive & Personal Assistant to the CEO – Right-Hand Role

- We are seeking a world-class Executive & Personal Assistant to serve as the CEO's trusted right-hand, managing both professional and personal priorities with absolute discretion, foresight, and dedication.
- Own the CEO's strategic agenda, including professional and personal appointments, international travel, meetings, and high-stakes engagements, with absolute discretion and loyalty.
- Provide comprehensive personal and professional support to the CEO, acting as a trusted right-hand.



- Anticipate needs and proactively manage requests to ensure seamless execution of day-to-day and strategic initiatives.
- Organize and prioritize sensitive professional and personal commitments with discretion and foresight.
- Prepare briefing materials, meeting dossiers, executive summaries, reports, and decision-making dossiers.
- Coordinate logistics for events, conferences, official missions, and personal commitments.
- Maintain absolute confidentiality and exercise impeccable discretion at all times.
- Serve as a personal assistant in the truest sense, orchestrating the CEO's professional and private environment to maximize efficiency, focus, and well-being, with absolute discretion and loyalty.
- Ensure seamless logistical support for strategic events, official missions, conferences, and high-level stakeholder engagements.
- Maintain strict confidentiality and exercise absolute discretion regarding sensitive information and tasks.
- Coordinate all aspects of the CEO's personal agenda, including travel arrangements, family or personal commitments, and day-to-day logistics.

2. Strategic Communications, PR & Corporate Branding

- Define and implement OGIC's global communication strategy across all channels (institutional, media, digital, investor, DFI, thought leadership)
- Position OGIC as a thought leader in climate finance, gender-smart investing, agriculture, jobs creation and local industrial sovereignty across Africa and Europe
- Supervise the development of all strategic communication assets: decks, reports, brochures, one-pagers, speeches, executive messaging, visual identity, press materials, ESG profiles
- Lead crisis communication protocols and coordinate with legal/compliance in sensitive matters
- Lead marketing plan execution (video, visuals, storytelling assets, CRM)
- Oversee the animation of OGIC's social media channels (LinkedIn, Twitter, etc.)
- Draft and distribute press releases for strategic announcements and partnerships
- Organize and manage key events hosted by OGIC (investment forums, media briefings, ecosystem roundtables, Industry trade shows, B2B meetings ...)
- Develop and manage the OGIC newsletter: editorial planning, content creation, and distribution to stakeholders
- Designing and implementing the company's Marketing Plan in support of its strategic pillars (Value Creation + Responsible Investments).
- Creating the required Marketing Communication tools to build and consolidate the company's strong reputation in the market (Corporate messaging, company brochures, videos, imagery, executive presentations, adverts, press materials and Investor Relations tools).



- Defining the PR plan and liaising with Media partners and Industry associations.
- Managing the company's client database and CRM activities.
- Define & manage agencies and marketing budget.

3. Personal Branding & Strategic Influence (CEO-Centric)

- Shape, elevate, and protect the CEO's public image and influence footprint
- Secure invitations for the CEO to speak at tier-1 events (AVCA, Africa CEO Forum, COP, AIF, SuperReturn)
- Build relationships with editors, journalists, and producers to feature the CEO in reference publications (FT, Jeune Afrique, Devex, The Africa Report, etc.)
- Design a roadmap of visibility (media appearances, op-eds, awards, expert panels, thought leadership platforms)
- Act as the CEO's right hand for narrative strategy, messaging, and visibility alignment with fund milestones

4. Investor Reporting & Financial Communication

- Coordinate the production of quarterly and annual investor reports (LPs), with full integration of financial KPIs (IRR, MOIC), ESG and impact metrics in coordination of financial Director
- Develop tailored communication packages for investors (PPM annexes, ESG dashboards, fund economics synthesis, etc.)
- Ensure full compliance with international reporting standards (IFRS/GAAP alignment where relevant, ESG/SDG/2X metrics, DFI-specific templates)
- Monitor the fund's disclosure obligations, audit schedule, and LP communication calendar
- Ensure alignment with international DFI/GP reporting standards (IFRS/GAAP, GHG protocols, Impact metrics)

5. Governance & Institutional Communication

- Coordinate all Board of Directors and Investment Committee communications: agenda setting, briefings, resolutions, meeting minutes, executive summaries
- Prepare logistics and documentation for all official meetings (Board, IC, ESG committee)
- Prepare stakeholder engagement packs for regulatory bodies (BCEAO, tax authorities, Central Banks where applicable)
- Ensure clear, secure, and compliant information flows between management entities (GP, SPVs, Holding, LPs)
- Support board and Investment Committee communications (agenda, minutes, executive summaries)
- Ensure compliance and clarity across all communications to LPs, advisory committees, and institutional partners



- Coordinate fundraising updates and support investor due diligence

6. Stakeholder Engagement & Policy Influence

- Support the CEO on relation with DFIs, international development partners, philanthropic foundations and grant facilities (e.g. DFCD, 2X Global, EU facilities)
- Write and coordinate concept notes, technical assistance proposals, grant justifications, and donor communication
- Liaise with investor relations, fundraising and business development functions to ensure alignment of message and strategy
- Draft op-eds, public positioning papers, and climate investment narratives

7. Strategic Portfolio Company Growth, Marketing & ESG Leadership

- Own the commercial, business development strategy and growth agenda for OGIC portfolio companies, driving business development, revenue generation, and market expansion across all sectors (marketing campaigns, bid preparation, and securing contracts).
- Oversee client relationship management and commercial communications, driving an aggressive go-to-market strategy to maximize revenue, visibility, and market penetration.
- Lead all marketing, branding, and positioning strategies, ensuring each portfolio company achieves high visibility, competitive differentiation, and alignment with ESG commitments.
- Support companies in securing contracts and tenders, including bid preparation, negotiation strategy, and relationship management with key clients, investors, and stakeholders.
- Design and implement high-impact communication strategies, combining brand storytelling, ESG narratives, and digital/media campaigns to amplify the portfolio's profile regionally and internationally.
- Coach and mentor portfolio leadership on strategic messaging, investor communications, and market engagement to ensure both business growth and impact alignment.
- Coordinate cross-functional initiatives to showcase portfolio successes: case studies, project showcases, video impact campaigns, and media coverage highlighting women's employment, import substitution, energy resilience, and local industrial competitiveness.
- Monitor and elevate measurable outcomes—commercial, operational, and social impact—leveraging data to inform strategy, support investor reporting, and strengthen overall portfolio performance.
- Serve as a trusted strategic advisor, ensuring confidentiality, discretion, and alignment with the CEO's and fund's priorities while proactively identifying opportunities for portfolio companies to scale, innovate, and excel.
- Develop and implement branding, positioning, and ESG impact storytelling, ensuring alignment with the company's strategic vision and investor expectations.



- Facilitate media exposure, content creation, and digital PR, including photoshoots, video storytelling, press kits, and social media campaigns.
- Coach portfolio companies on ESG messaging, impact narratives, brand identity, and market positioning, integrating communications into business growth objectives.
- Co-create case studies, project showcases, and video impact campaigns, highlighting tangible outcomes such as women's employment, import substitution, energy resilience, and local industrial competitiveness.
- Track, measure, and elevate real-world business and impact results, leveraging insights to inform strategy and investor communications.

8. Influence, Policy Dialogue & Institutional Presence

- Build and cultivate high-level relationships with financial media, flagship event organizers, and the communications and marketing teams of leading summits (e.g. AVCA, SUPERRETURN, SOCAP, ZLECAf, African Union, UNFCCC, COP climate platforms Africa CEO Forum, COP, AIF, Women in Finance, etc.), as well as with DFIs and institutional partners.
- The objective is to secure and elevate the visibility of the CEO — the public face of OGIC — by ensuring her consistent presence and positioning across:
 - major industry events (as keynote speaker, panelist, or roundtable host),
 - reference publications in finance and climate (e.g. Financial Times, Jeune Afrique, The Africa Report, Devex),
 - and elite professional networks.
- Map and nurture relationships with key institutional and ecosystem actors (AVCA, ZLECAf, African Union, UNFCCC, COP climate platforms)
- Draft op-eds, conference speeches, and policy papers reflecting OGIC's leadership in climate-adaptive industrialization

KEY PERFORMANCE INDICATORS (KPIs)

- Timeliness and quality of LP financial and impact reports (measured by audit compliance, LP feedback)
- Visibility of OGIC in tier-one media and strategic forums (Africa + Europe)
- Stakeholder satisfaction (DFIs, Boards, donors, partners) with communication deliverables
- Strategic alignment between brand positioning and fund performance narrative
- Number of portfolio companies supported with branding/ESG communications
- The objective is to secure and elevate the visibility of the CEO

IDEAL CANDIDATE PROFILE

Education & Experience

- Master's degree in communications, Finance, Political Science, or International Development
- Minimum 10 years of experience in corporate communications, financial reporting or investor relations in a regulated / fund / multinational environment
- Prior experience with DFIs, PE/VC funds, foundations or multilateral donors strongly preferred

Competencies & Skills

- Exceptional writing and strategic communication skills in English and French (mandatory)
- Strong knowledge of financial and impact reporting frameworks (IRR/MOIC, ESG, SDG, 2X, TCFD)
- Proven experience managing governance documents, board communications and legal-sensitive content
- Ability to synthesize complex technical content into high-impact narratives
- Gravitas, diplomacy and discretion in representing the fund externally
- Strong project management and coordination of external service providers

KEY ATTRIBUTES & VALUES REQUIRED

- **Loyalty & Discretion:** This role requires implicit trust. You will handle sensitive communications and shape how the CEO is perceived across borders and institutions.
- **Confidentiality:** What you manage, hear, and draft stays strictly within executive leadership. Absolute non-disclosure mindset required.
- **Shadow Leadership:** Comfortable working behind the scenes while ensuring the CEO remains in the spotlight.
- **Narrative Intelligence:** Ability to translate vision into powerful messaging with strategic timing.
- **Political & Diplomatic Acumen:** Navigate complex institutional dynamics with elegance and influence.
- Knowledge of the Francophone African investment and regulatory context
- Familiarity with fund structuring (SPVs, leasing vehicles, TA facilities)
- Mastery of investor-grade tools: PowerPoint, InDesign, Excel, CRM, document automation
- Appetite for climate resilience, African industrialization, jobs creation and inclusive development narratives



WHY JOIN OPERA CAPITAL

Opera Green Industry Capital is the first climate adaptation-focused private equity fund targeting decarbonized industrial transformation in Francophone West Africa. You will join a high-performance team at the intersection of finance, development, and industrial sovereignty – with the ambition to shape a new economic narrative for the continent.

Governance Management & Institutional Relations

- Prepare meetings of the Investment Committee, Board of Directors, and ESG/Impact Committees.
- Coordinate logistics and documentation for governance meetings (agendas, briefing notes, presentations, minutes, translations).
- Manage formal communications between the management company, boards, Limited Partners (LPs), Special Purpose Vehicles (SPVs), and regulatory/supervisory bodies.