

FISA Operations Coordinator

Do you see the potential?

Do you want to join a dynamic organisation with an ambitious social mission? Do you want to contribute to the development of a bold and innovative business model with high responsibility from day one? Do you want to do something revolutionary and impactful? We hire highly motivated, passionate individuals who are innovative and thoughtful in their approach to getting things done.

Founded in 2012, Wedu is a social enterprise whose mission is to nurture the leadership development of women around the world by supporting their unique, lifelong journeys with leadership development programmes, opportunities and funding for education. These women leaders are inspiring individuals who are committed to changing the status quo in their communities. Today, we are proud to support over 700 women leaders across 24 countries, with an ambitious plan for continued growth across Asia; these women form the pillar of a growing community that we believe has the power to achieve large-scale social impact.

Wedu has been featured in:



Your role

We're looking for the next great person to join our team - if you have an entrepreneurial spirit, are eager to take on increasing levels of responsibility as we grow, and believe in making university education more affordable and attainable for students, then this might be the position for you.

Future Income Sharing Agreements (FISAs) are a revolutionary financial product that could enable millions of students to get access to education (university, vocational, and beyond). Unlike scholarships and loans, FISA recipients give back a percentage of whatever their income is after they graduate, making it flexible and affordable. Moreover, FISAs are the primary method we use to finance education, because it creates a revolving fund that will fund the education of more and more women for years to come.

As FISA Operations Coordinator, your role will be key to overseeing and executing all of the steps required to award and manage a growing volume of FISA contracts. This includes reviewing applications, managing communications with potential and current FISA recipients, managing disbursements and collections, and reporting to our funding partners (e.g. Kiva). This role also offers an opportunity to contribute to new and innovative initiatives that will help expand FISA in the region.

In particular, the role involves:

FISA Process Management

- Overseeing and executing the end-to-end process for FISA contracts by liaising with FISA applicants, from application and due diligence to reporting and collections management
- Designing and implementing creative marketing and communications strategies to promote FISA within our Community, by reaching out to students in need of financial support and sharing the benefits of FISAs
- Supporting the ongoing management of our relationship with Kiva and other partners or funders, including reporting, research, and constant yet responsible awarding of available funds
- Initiating and contributing to the improvement of our FISA policies, procedures, product innovation, and systems, as needed

FISA Expansion Support

- Supporting the expansion of FISA to other countries, with a specific focus on research, data gathering, and analytical systems
- Helping our head of FISA to lay the groundwork for a FISA fund and a model where FISA can be replicated worldwide
- Contributing to the team effort by accomplishing other tasks, as needed

Be the change you want to see

Wedu is a very entrepreneurial organisation that is open to new ideas and experiments. If you have innovations to propose, make your case and say it out loud, conquer the team and you will have all the support required to implement your ideas. Leadership starts inside.

Do you have what it takes?

Qualifications:

- You have at least 3-5 years of previous work experience in a similar customer-oriented role, preferably in the Asia region
- You have strong process management, data management, and documentation skills
- You are familiar with some finance and investment concepts (e.g. credit, risk, due diligence), as well as basic contract management principles
- You have a proven track record of using data-driven analysis and critical thinking to prioritise your work, monitor progress, and make decisions
- You are a skilled communicator – both a great listener and effective speaker and writer; you are confident and resourceful when reaching out to new people, and enjoy developing relationships with a wide range of stakeholders
- You are collaborative and have the ability to use systems-level thinking to see beyond your own work and balance individual and team goals

- You are entrepreneurial and not afraid to take ownership, showing audacity and resourcefulness in identifying and acting upon opportunities to innovate; you are also flexible and comfortable with ambiguity and leading the change
- You have a passionate commitment to promote social change and women's leadership development, and are willing to go above and beyond in pursuit of our common mission

Other requirements:

- A university degree in any field with excellent speaking and writing skills in English
- Proficiency in using Google's web-based office tools, especially Google Sheets (or Microsoft Excel)
- Experience with Salesforce (or similar CRM) and some digital design experience are a plus
- ***Women of Thai and Asian nationalities, as well as Western nationals already residing in Thailand or the region, are encouraged to apply***

Organisational arrangements

We expect from you a minimum commitment of 24 months with a four month trial period. This can be a full-time or part-time position, ideally based in Bangkok, Thailand or Phnom Penh, Cambodia. Wedu has flexible working arrangements – you are expected to deliver what is required, and working hours are largely dependent upon your time management and productivity.

You will receive competitive pay based on your qualifications and local living standards, as well as private health insurance and work permit sponsorship, where applicable, and you will have access to the Wedu network of experts and advisers, who have extensive experience in the development of social enterprises.

Apply Now!

We are looking for one candidate to fill this position as soon as possible. Interested candidates should complete the application form on our website at [Get Involved - Work With Us](#). If you are experiencing problems with the form, please email talent@weduglobal.org.

Applications for this position are accepted and reviewed on a rolling basis, and qualified candidates will be contacted via email for at least 2-3 behavioral and situational interviews that will be conducted by members of our team. As part of the selection process, you may also be expected to complete a short exercise and/or provide sample work to further demonstrate your fit and interest with the role.