

**Job Description:** Business Support Associate

**Position Type:** Full-time

**Office Location:** 5425 Wisconsin Ave, Suite 600, Chevy Chase, MD 20815

**About K&M Advisors:**

K&M is an internationally-recognized infrastructure finance and engineering advisory firm. Since its creation in 1986, K&M has advised private investors, multilateral agencies, and governments on the development of power, water, and telecommunications projects valued at over US\$30 billion. K&M provides a range of technical and commercial consulting services, including transaction advisory, project development advisory, due diligence, and Owner's and Lender's Engineer services. K&M has played a leading advisory role in the development of nineteen (19) Independent Power Producer (IPP) projects that reached financial close, including the implementation of the first IPPs in seven developing countries. K&M is owned by the Dorado Group, a private developer, owner, operator, and manager of IPPs.

K&M Advisors is looking for a Business Support Associate on a full-time basis to play an active role in supporting the growth of K&M's consulting services. The Business Support Associate will work with the entire K&M team to support a wide range of, business development, project related, and administrative tasks. It is the Business Support Associate's responsibility to identify business opportunities, support the work of senior analysts, and undertake day to day operations projects. In this role, the Business Support Associate will gain exposure to all areas of K&M's business and will have the opportunity to work directly with senior staff to support the company's growth.

**Specific responsibilities will include, but will not be limited to, the following:**

Marketing, Social Media and Business Development

- Analyze tender procurement websites for new business opportunities
- Compile, analyze, and summarize technical, project, and personnel data in firm databases
- Prepare marketing materials and support strategic marketing activities (descriptions of capabilities and project experience, website updates, and presentations)
- Assist as needed on business development related tasks including supporting K&M's responses to Expressions of Interests and Requests for Proposals

Administrative, Logistical and Technical Support to Technical Teams and Management

- Perform technical research related to infrastructure, finance, power, and engineering.
- Proofread technical reports
- Provide administrative support for K&M day to day operations

Significant opportunities for additional responsibilities and contributions based on the candidate's capabilities and experience.

**Qualifications:**

- Bachelor's degree with a GPA of 3.5 or above in Economics, Business, Finance, International Development, English, Liberal Arts or another related field
- Interest in the international development sector
- Outstanding writing, structuring, editing and proof-reading skills
- Professional attitude and strong interpersonal communications skills
- Strong proficiency with Microsoft Office suite (Word, Excel, PowerPoint) and Adobe Acrobat
- Recent or pending college graduate with 0-2 years of work experience including relevant internship experience, with demonstrated ability to work independently, manage time effectively, and to prioritize and deliver on multiple tasks.
- Willingness and ability to learn on-the-job

**Availability:**

The successful candidate must be available to start by June 30<sup>th</sup> on a full-time basis and be currently authorized to work in the United States.

**To Apply:**

Send the following materials to [careers@km-advisorsllc.com](mailto:careers@km-advisorsllc.com)

- Cover letter
- Resume
- Short writing sample in English (maximum of 3 pages)
- Academic transcript

*For more information, please visit: [www.km-advisorsllc.com](http://www.km-advisorsllc.com)*