



**INTERNATIONAL
VENTURES LLC**

Finance & Advisory | Capital Mobilization |
Transaction Structuring

JOB DESCRIPTION: EXECUTIVE ASSISTANT (PART-TIME)

Version: 29 September 2026

About Us

Ibi International Ventures LLC ("Ibi Ventures") is a U.S.-based financial and strategic advisory firm specializing in transaction advisory, capital mobilization, investment origination, financial structuring, and private capital solutions across Africa and other select emerging markets.

We work with corporations, project sponsors, governments, financial institutions, investors, and entrepreneurs to transform investment opportunities into bankable, investor-ready transactions and mobilize debt, equity, mezzanine, and other forms of capital. Our activities span sectors including infrastructure, energy, mining and critical minerals, transportation, digital infrastructure, financial services, manufacturing, agriculture, and private equity.

At Ibi Ventures, our work is grounded in three core values:

- **Partnership-driven approach:** We build strong, collaborative partnerships that create lasting, shared value.
- **Commitment to development:** We believe in keeping more value on the continent, building sustainable industries, and creating jobs and economic opportunity.
- **Accountability:** Discipline, integrity, and a commitment to delivering on our word underpin everything we do.

We are a founder-led team with deep roots in development finance, private equity, and African markets, drawing on experience across the IFC, the World Bank, management consulting, and community-led development. We are building a lean, high-caliber team of people who are bright, curious, collaborative, and a joy to work alongside.

The Role

The Executive Assistant keeps the Founder & CEO and two growing organizations— Ibi International Ventures and the Africa Mining Fund—running smoothly day to day. **This is a part-time, DC-area role with the potential to grow as the businesses grow.**



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The role is designed around the rhythm of a founder working across time zones: morning coverage to overlap with Africa business hours, a brief end-of-day check-in to flag anything urgent and prepare for the next day, and occasional availability outside those hours when needed, such as during travel or time-sensitive situations.

You will primarily support the Founder & CEO, managing their calendar, correspondence, travel, and administrative needs. You will also provide administrative and logistical support to other Ibi and Fund staff and contractors as needed: coordinating meetings, arranging travel, and helping keep client projects moving. The schedule is part-time and flexible by design, but the role requires strong ownership: staying ahead of details, anticipating needs, and making sure important things don't fall through the cracks.

This is primarily a remote role, with in-person availability in the Annandale, Virginia area one or two days per week. We are looking for an experienced Executive Assistant who genuinely enjoys this kind of work and takes pride in making a busy executive and growing organizations run smoothly.

What You'll Do

- **Own calendar and scheduling:** Manage the Founder & CEO's calendar, coordinate meetings across time zones, resolve scheduling conflicts, and ensure the right people and information are in place.
- **Manage communications and follow-up:** Monitor email and phone during designated hours, triage requests, flag priorities, and follow up on outstanding items to keep commitments moving.
- **Coordinate travel:** Arrange domestic and international travel, including complex itineraries and logistics for client and investor travel across Africa.
- **Support staff and client projects:** Coordinate meetings, travel, and other logistics for Ibi and Fund staff and contractors as needed, including support for client engagements.
- **Prepare documents and materials:** Draft and proofread correspondence, presentations, meeting materials, and other documents as needed.
- **Maintain organizational records:** Keep entity records, contracts, and other key documents organized and accessible for both Ibi and the Africa Mining Fund.
- **Handle expenses and administrative coordination:** Track expenses and reimbursements and coordinate with banking, accounting, and other back-office providers.
- **Provide responsive support:** Be available for occasional time-sensitive needs outside regular hours, particularly when the Founder & CEO is traveling.

What You Bring

- **5+ years of executive assistant experience,** ideally supporting senior executives in a global context.



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- **Highly organized and dependable**, with strong follow-through and an instinct for the details that others may overlook.
- **Proactive and resourceful**, able to anticipate needs, figure things out independently, and take action without waiting to be told what to do.
- **Strong prioritization skills**, able to manage competing demands and shifting schedules without losing track of commitments.
- **Clear, professional communicator**, both in writing and in person.
- **Discreet and trustworthy**, with sound judgment when handling sensitive client, investor, and company information.
- **Adaptable and self-directed**, comfortable working in a very small, early-stage team where priorities shift and the role will evolve as the firm grows.

Nice to Have

- French language skills, particularly valuable given our engagements across Francophone West Africa
- Familiarity with, or personal ties to, the African continent
- Experience supporting a startup, fund, or advisory business
- Experience with expense, payroll, or back-office tools

Compensation

This is a part-time, remote position paying \$35–\$40 per hour, depending on experience.

Reports to: Alphonse I. Kouagou, Founder & CEO, Ibi International Ventures

Location: Remote. Washington, DC area.

To Apply

Send a CV and a brief note to jmalseed@ibiventures.com. Applications are reviewed on a rolling basis.