



October 2023

# Operations Director

## Terms of Reference

### About NatureFinance

NatureFinance (NF) is a Geneva-based, Swiss non-profit organization committed to making nature count in global finance.

Nature-related finance has many dimensions, actors and change pathways. The measurement and pricing of nature related risk and opportunities is generating a new data industry alongside new tools, standards and regulations. Policymakers and financial regulators are considering the place of nature in financial stability and prudential regulation, as well as new rules connecting nature impacts to everything- from trade and investment to money laundering rules. Emerging nature markets and technologies are also creating new nature related opportunities, from nature credit markets to infrastructure and food systems.

In this landscape, NF engages in a broad range of different activities aimed at aligning finance with more equitable, nature-positive outcomes, leveraging an extensive range of networks and modalities of influencing. We are a small, highly networked and entrepreneurial hybrid organization. We undertake classical policy advocacy and forward-looking research, and we also incubate new entities and maintain a market-shaping investment fund. We support public campaigning, as well as more inside track technical work, and have multiple ventures and related brands emerging that impact our operations on a dynamic basis. We are seeking an experienced operations director that is excited and compelled by the opportunity to provide leadership across this kind of unique and dynamic institutional structure.

### Operations Director Position Summary

The Operations Director will be an integral part of the NatureFinance Management team, offering essential leadership and oversight across various areas, including people and culture, legal compliance, IT structure, and operations. The Operations Director will also manage administrative systems and provide comprehensive support across the multiple workstreams. The Operations Director's overall mission is to create a dynamic and adaptive environment where NatureFinance staff have the resources, structures and support they need to develop and execute innovative and ambitious ideas. We are seeking an individual who is not only



aligned with our values but also enthusiastic about actively engaging with, understanding, and positively influencing NF's evolving direction.

This individual must be highly organized, with extreme attention to detail and an ability to effectively multi-task and be responsive across a range of overlapping priorities and demands. They must also bring high emotional intelligence, a collaborative, innovation-oriented mentality and a flexible, pro-active problem-spotting and solving approach. The role also requires an individual with exceptional people skills and a talent for fostering strong interpersonal relationships. The role will be a member of the senior leadership and management teams.

### **Key Duties and Responsibilities**

- Collaborate closely with senior leadership in the development of performance goals and long-term operational plans, in a context of rapidly shifting opportunities and demands.
- Maximise efficiency and productivity across NF with a focus on fostering innovation, driving external impact, strengthening cross-workstream collaboration, and building a positive, high-functioning internal culture.
- Set strategic goals for operational efficiency and management performance in line with our mission, and track performance regularly against an NF management dashboard.
- Proactively analyse operational processes, institutional structures and performance, and recommend, advocate and implement solutions for improvement on an ongoing basis.
- Help lead and sustain processes related to NF institutional expansion, whether through new legal entities and/or new geographic presence.
- Lead on organizational and board regulatory compliance, ensuring that NF has appropriate, fit-for-purpose policies and standards in place, and that all relevant laws and regulations are being followed.
- Provide legal support, advisory and guidance to NF on a wide range of issues such as data protection, regulatory compliance, and managing the implementation of relevant changes as required by the organisation or by law.
- Lead all human resources, including recruitment and onboarding, performance management, contracting and helping maintain a positive, inclusive, and high-performance internal culture.



- Lead our team of operations and administration professional staff, providing mentorship, guidance and support to ensure a highly motivated, coherent and effective team.
- Provide high-level leadership for IT services (provided by a third-party vendor) to ensure the most effective and efficient support for the NF team.

### **Experience and Qualifications**

- 10-15 years of progressive leadership and team management in an Operations role, with at least 3 of those at the Director Level. Start-up experience a bonus.
- A seasoned people manager with the experience required to effectively hire, connect with, advise and support colleagues around the world as our lead human resources professional.
- Superior knowledge of a wide range of operational functions including but not limited to HR, Finance, Legal and Procurement.
- Demonstrated ability to proactively support the development of a high-functioning, performance and innovation oriented internal culture in a primarily virtual environment.
- Proven ability to establish and maintain effective working relationships with people of different national and cultural backgrounds, and of diverse technical and professional backgrounds.
- Experience managing all aspects of non-profit legal compliance (experience in Switzerland a bonus), from registration; reporting and insurances, to setting up new legal entities, to Board functioning and documentation.
- Experience overseeing a team of operational and administrative professionals that provide support to senior leadership in a dynamic and fast-paced environment.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders and funded partners.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Ability to complete a high volume of tasks and projects with minimal guidance.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Strong verbal and written communication skills.
- Ability to work responsively in a networked, fast-paced and agile work environment.



- Exceptional organisational and time management skills, with impeccable attention to detail and the ability to prioritize effectively between competing (and at times conflicting) tasks and deadlines.
- English fluency required, French as an additional language preferred due to compliance.

### **Terms**

- Ideally based in the UK or Europe, must be based in BST/CET time zone.

### **How to Apply**

[Please apply here](#) where you will be asked to attach your CV and a short summary paragraph, summarizing why you would be a good candidate for this role.