

# Part-Time Comms Consultant & Project Manager

**Location:** Remote (based in a time zone within, or 2 hours +/-, CET)

**Time commitment:** Part-time – 1-2 days a week, 3 months contract with possibility of extension

## About us

NatureFinance is a Geneva-based, international not-for-profit dedicated to aligning global finance with equitable, nature positive outcomes and thereby accelerating climate goals and a just transition to sustainable development. Its work spans initiatives that are building and using biodiversity data to better manage nature related risks, developing purposeful nature markets, advancing financial innovations including in sustainable sovereign debt markets, strengthening nature related liabilities and citizen action on nature.

NatureFinance is a hybrid organisation that works through multiple modalities: we undertake advocacy, research and engagement work directly, we regrant resources to third parties to advance our goals, and we also house and support a number of spin-off entities that we have to help seed and launch. We are also currently in the process of developing an investment platform, which includes the Nature Investor Circle and the Catalytic Investment Facility.

## Position Overview:

NatureFinance is looking for a dynamic and motivated part-time Comms Consultant & Project Manager to join our team to support the Nature Investor Circle. The successful candidate will support in managing projects, creating engaging content, and coordinating our investor circle, contributing to our goal of creating a space where early-stage investors can connect, share and learn from other pioneers in this dynamic space. It's a platform for sharing the latest tools, methodologies and financial instruments, all necessary for shaping the nature markets we need.

## Key Responsibilities:

### Project Management

- Assist in planning, executing, and monitoring projects related to the Nature Investor Circle
- Coordinate with internal and external stakeholders to ensure project milestones are met

### Content Creation

- Develop and write engaging content for various platforms, including websites, social media, and newsletters, that highlights our initiatives in nature and tech
- Collaborate with the marketing and communications team to ensure content aligns with our branding and messaging strategy

### Investor Circle Coordination

- Assist in organising and coordinating events and meetings for the Nature Investor Circle
- Maintain regular communication with Nature Investor Circle members and internal stakeholders, providing updates on project progress and upcoming opportunities

## Qualifications:

- A minimum of 3 years of professional experience in relevant positions

- Proven track record of diligent project management, coordination skills, ideally in nimble, entrepreneurial environments
- University degree, ideally in a sustainability related field including but not limited to Marketing & Communications, Environmental Science, Political Sciences, or Ecological Economics
- Familiarity of ecological concepts, biodiversity, nature-based solutions and climate change strategies and tech
- Familiarity with Powerpoint, Excel, Monday.org and Mailchimp and basic CMS/ web content
- Confident, able writer both for short form and longer form articles, Q&As, executive summaries, and pitches
- Self starter, team player, imaginative and driven, able to run projects independently from start to end bringing in help and advice as needed
- Excellent English skills
- Excellent communication and presentation skills
- Passionate about global challenges like biodiversity loss and the climate crisis

#### **Job Perks**

- Being part of an initiative that concretely contributes a positive impact to the climate and biodiversity crises
- Being at the forefront of the new wave of bio-data innovation and nature markets

#### **How to Apply:**

Please send your resume and a cover letter highlighting your relevant experience and interest in the role to: [operations@naturefinance.net](mailto:operations@naturefinance.net)

Application Deadline: May 3rd, 2024