



Special Assistant to the CEO

About NatureFinance

NatureFinance is a Swiss-based, international non-profit organization dedicated to aligning global finance with more equitable, nature positive outcomes. We work to make nature count in global finance and the global economy. NatureFinance is active in advancing the use of data to disclose and manage nature related risks, developing impactful and equitable nature markets, and advancing financial innovation in the areas of sovereign debt and nature positive investment. We develop tools to help financial actors better assess and align their investments with nature positive outcomes and push for stronger costs and consequences where finance is failing to address nature liabilities. We work remotely and pride ourselves on a collaborative and supportive work environment.

About the Role

NF is seeking an exceptionally organized, adaptable and forward-thinking Special Assistant to provide high-level strategic and operational support to the Chief Executive Officer (CEO). As a critical partner to the CEO, you will ensure the seamless execution of priorities and help drive the achievement of NF's strategic objectives. You will not only manage day-to-day operational matters but also act as a trusted advisor, problem solver, and communicator, providing insights and support to help strengthen the CEO's leadership of the organization. You have an innate ability to create a welcoming atmosphere, maintain precision, and exercise empathy in your interactions. You anticipate needs with ease, listen actively, and navigate nuances across diverse cultural and organizational contexts. Your ability to think ahead, prioritize, and effectively communicate will be central to NF's success.

Qualifications

- Bachelor's degree or equivalent experience, ideally in a field area related to sustainability, development or finance
- Proven experience as an executive assistant or in a similar high-level role, ideally supporting senior executives in complex, fast-paced environments.
- Demonstrated proactive approach to anticipating needs, identifying actionable next steps and taking ownership of follow-up and implementation both within and outside the organization, in partnership with relevant colleagues.
- Excellent written and verbal communication skills with a strong ability to distill and convey complex information clearly and effectively.
- Exceptional organizational and time-management skills, with an ability to manage multiple tasks simultaneously and prioritize effectively.



- Analytical, problem-solving mindset with the ability to work independently and manage ambiguity.
- Strong sense of discretion and professionalism in handling confidential and sensitive information.
- Flexibility and adaptability to a fast-paced and dynamic work environment, coupled with a compassionate and people-centered approach to challenges.
- Ability to effectively work in a remote environment, managing communication and collaboration across multiple time zones and cultures

Responsibilities

Calendar Management

- Oversee and manage the CEO's calendar, coordinating appointments, meetings, and conferences to optimize time and prioritize tasks.
- Identify and resolve scheduling conflicts based on a clear sense of prioritization in dialogue with CEO.

Communication and Engagement

- Act as a primary point of contact between the CEO and internal/external stakeholders, ensuring clear and effective communication.
- Draft, proofread, and edit emails, documents, and other communications on behalf of CEO and senior team.
- Identify and help CEO and senior team resolve issues and conflicts that may arise within the organization.

Meeting Support

- Ensure the CEO is fully prepared for external and internal meetings by consolidating briefing materials, organizing preparatory sessions, and gathering key talking points from team members.
- Prepare and distribute meeting agendas, documents, and presentations as needed.
- Attend meetings, take accurate notes, and follow up on key action items.
- Provide logistical support for senior leadership team meetings and board meetings, ensuring that agendas, documents, and reports are prepared in advance and that follow-up on action items is timely.

Task Prioritization and Implementation

- Manage and prioritize incoming requests from the CEO, ensuring that urgent matters are addressed promptly and that key tasks are followed up on.



- Anticipate the CEO's needs, offering proactive support to enhance productivity and support the smooth execution of key priorities.
- Provide insights and analysis to support the CEO in decision-making processes, helping identify potential challenges and proposing solutions where needed.
- Work with senior leadership team to help track and assess progress on key performance indicators through periodic light-touch reporting
- Ensure effective follow-up on all action items related to CEO's priorities coordinating closely with colleagues across the organization. This includes senior team meetings, board meetings, external partnerships and internal workstream engagement.

Special Projects

- Assist CEO and senior leadership team with special projects and initiatives, conducting research, analysis, and/or data compilation as needed.
- Lead or support ad hoc initiatives that advance NF's strategic objectives, providing project management and coordination as required.

Terms

The role will be full-time, working remotely, with a preference for a candidate located within EST, BST or CET time zone.

NatureFinance is an Equal Opportunity Employer

We are committed to fostering a diverse and inclusive workforce and encourage candidates from all backgrounds to apply. We look forward to welcoming a dynamic individual who shares our passion for aligning finance with nature-positive outcomes.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience related to this position's requirements. Applications should be sent to operations@naturefinance.net by 15th October.

Please note that due to the high volume of applications we receive, NF may not be able to respond to every applicant. Only candidates selected for further consideration will be contacted.