

# Terms of Reference: Project & Production Coordinator

March 2025

## 1. NatureFinance

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.

## 2. The Role

NatureFinance is seeking a highly organised, proactive, and detail orientated production coordinator and project manager to join our fast-paced international team. This role is critical in supporting the delivery of a series of knowledge products, reports and papers, infographics, possible animations and videos.

The coordinator will work closely with the communications team, reporting to the Head of Communications to deliver the pipeline of products and projects needed throughout the year.

The primary responsibilities expected from the successful candidate are:

- Help create a pipeline of products and dates
- Manage a calendar of 80% capacity, 20% surge
- Allocate staff resources and freelancers against these and check timelines are adhered to
- Keep a roster of reliable freelancers, copyeditors on hand
- Manage designers and suppliers
- Keep track of costs for budget tracker
- Maintain an internal and external calendar of key dates and deadlines
- Attend planning meetings to align production strategy with external opportunities and contribute to communication plans.
- Liaise with content teams to ensure deadlines and reviews are adhered to
- Manage translations as necessary and reviews
- Be point of contact for teams to bring ideas to and then organise follow up with comms lead and teams to discuss process and track it
- Participate in NF Coordination Unit meetings where relevant.

## 3. Required Skills and Experience

### Minimum Academic Education

- A degree in Communications, Public Relations, Business Administration, International Development, Political or Social Science, or a closely related field.
- Relevant work experience may be considered in place of formal education if the candidate demonstrates strong skills and experience in project management and creation of communication collateral

- **Minimum years of relevant Work experience**
- At least five years of relevant work experience in event coordination, communications, stakeholder engagement, administrative support, or related fields.

#### **Required Language(s)**

- Fluency in English, oral and written is required.
- Fluency in another language is an advantage.

#### **Essential Skills & Experience**

- Project management proficiency
- Communication & Stakeholder Engagement - Strong written and verbal communication skills, with the ability to engage effectively with internal teams and external partners.
- Time Management & Multitasking - Ability to prioritise tasks and meet deadlines in a fast-paced environment.
- Attention to Detail - Strong proofreading, copy-editing, and formatting skills.
- Tech Proficiency - Experience with Microsoft Teams & Microsoft 365 apps (Word, Excel, PowerPoint, Outlook, SharePoint)

#### **Desirable Skills & Experience (Not Required but Beneficial)**

- Familiarity with Monday.com or other project management tools
- Knowledge of WordPress, Webflow for website content updates
- Experience with design tools (Adobe InDesign, Photoshop, Illustrator, or Canva)
- Experience working in a nonprofit, finance, or sustainability-focused organisation.

## **4. Recruitment Process**

- Initial interview
- Skills assessment – A 60-minute task-based test
- Final interview panel

## **5. How to Apply**

We recognize that candidates may not meet every listed criterion. However, if you believe your skills, experience, or unique perspective would add value to this role, we encourage you to apply. This full-time position offers a competitive salary based on experience and industry standards. NatureFinance provides a dynamic international work environment, professional growth opportunities, and flexible working arrangements.

To apply, please submit to [operations@naturefinance.net](mailto:operations@naturefinance.net):

- A one-page cover letter outlining your interest and relevant experience
- Your latest resume, including references (who will only be contacted with your permission)

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