



Terms of Reference: Debt Hub (SSDH) Sovereign Debt Associate/ Senior Associate

May 2024
NatureFinance

About NatureFinance

NatureFinance is a Swiss-based, international not-for-profit organisation 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.

Sustainability-linked Sovereign Debt Hub (SSDH) Sovereign Debt Associate/Senior Associate Description

The Sustainability-linked Sovereign Debt Hub was created to assist the development and scaling of sustainability-linked sovereign debt. The Hub is an inclusive, cooperative space, bringing together actors from the entire spectrum of the sovereign sustainability-linked bonds universe. It is also a knowledge platform to expand and spread the expertise on integrating nature and climate into the sovereign debt markets.

The Debt Hub Sovereign Debt Senior Associate will report to Arend Kulenkampff, the SSDH Director. They will provide organisational support and content input to the Debt team and, later, independently lead projects within the Hub. They will track project progress and actively ensure timely deliverables while supporting the organisation/execution of SSDH hosted accelerator runs and workshops worldwide.

Responsibilities

The Sovereign Debt Associate will manage the successful delivery of a dynamic and multi-faceted portfolio of work. The initial priority will be to support the Sovereign debt workstream, working closely with the SSDH team members who own the projects.

The Senior Associate will also be deployed across different parts of the NatureFinance portfolio as needed/agreed to debt-related transversal projects. The Senior Associate will strategically work with the SSDH's team and other NatureFinance workstreams to deliver high-quality outputs and activities to tight deadlines.

The specific activities and responsibilities will include*:

- Overseeing/project managing the successful delivery of projects in line with the objectives, milestones, deliverables, and outcomes agreed in the proposal(s)
- Organising and contributing to accelerator runs, workshops and convening sessions of coalition members and other actors in collaboration with the central NatureFinance team
- Drafting written content for use in meetings and policy and stakeholder engagements (e.g. short technical notes, slide decks, policy briefing papers)
- Drafting material for publication (reports, papers, op-eds, presentations, etc.) and organising their copyediting, design, and publication via the comms team
- Presenting material in project and broader team meetings, e.g. project updates and proposals for additional phases of work
- Transferring relevant lessons and knowledge with other NatureFinance workstreams to provide strategic alignment and capitalise on synergies across the initiative
- Overseeing and/or leading engagement with project stakeholders, including government, multilateral, NGO, and private sector
- Writing and presenting proposals for new phases of work
- Undertaking research and analysis as required by the project
- Supporting progress reporting and collating material for quarterly reviews to the donor, monthly newsletters, etc.
- Supporting end-project/project phase reviews and closures with support from the coordination team
- Externally represent NatureFinance and SSDH in all matters concerning sovereign debt and, on mutual agreement, other aspects of our work

Experience and Qualifications

- High degree of professionalism in dealing with diverse groups of people and institutions, including Board members, senior executives, staff, community leaders and funded partners
- Experience in and knowledge of sovereign debt markets, ideally sell-side experience
- Understanding of global financial markets and key institutional actors
- (Ideally) Experience with facilitating innovation processes, such as structuring and conducting design sprints
- 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 little or no guidance
- Able to maintain a high level of integrity and discretion in handling confidential information
- Exceptional organisational skills and impeccable attention to detail
- Strong verbal and written communication skills
- Strong attention to detail and strength in event management
- Ability to work in a networked, fast-paced and agile work environment
- Exceptional organisational and time management skills, with the ability to prioritise effectively between competing (and at times conflicting) tasks and deadlines
- Minimum 5 years of experience

Terms

Start Date ASAP