



Swiss Global Hub for Nature Finance

Job Description: Lead, Support Unit

Introduction

Switzerland stands as a pre-eminent global financial centre and a premier hub for institutions committed to building a just and sustainable future. Its unique ecosystem of national and international actors is a cornerstone of Switzerland's international profile.

The time is ripe to draw these players together, not only to advance nature-positive finance, but to place Switzerland in the lead among financial centres. This effort challenges not only financial institutions but also the real economy to address the risks associated with nature and ecosystem loss, while capitalizing on the many opportunities available to first movers in the fast-growing nature economy.

Switzerland will now move in a coordinated fashion to take a lead in advancing nature finance by mobilising and orchestrating the rich ecosystem of institutions that are active in this field or that wish to become active. It will seek to become the Global Hub for Nature Finance, a position not so far convincingly claimed by any other financial centre.

NatureFinance has, at the request of a wide range of Swiss stakeholders, taken on the task of consultation and coordination of efforts to establish Switzerland in a leadership position. With the Hub activity now beginning to crystallize, NatureFinance has a commitment over the course of 2025 to provide light secretariat support services for activities under the Hub umbrella—namely by hosting a modest support unit for the effort.

Position overview:

The **Lead of the Swiss Global Hub Support Unit** will report to the CEO of NatureFinance, with day-to-day supervision provided by NatureFinance's Senior Advisor, Mark Halle, based in Switzerland, and a dotted line of accountability to the Hub Advisory Board. They will receive administrative and operational support from NatureFinance to fulfill these responsibilities effectively.

Responsibilities

The **Lead of the Swiss Global Hub Support Unit** will be responsible for the day-to-day coordination and operational activities of the Hub.

The key responsibilities include:

Coordination and Monitoring

- Track and monitor activities undertaken across the Hub's workstreams.
- Support workstream participants in planning, developing, and implementing their work efficiently and effectively.
- Ensure stakeholder expectations are met in a timely and efficient manner.

Communication and Information Flow

- Facilitate a regular flow of information on Hub activities and relevant initiatives among workstream members and Hub participants.
- Build and maintain a database of ecosystem members (individuals and institutions) and generate activity reports as needed.

Profile and Network Building

- Build the Hub's profile by fostering relationships with information outlets in Switzerland and the global sustainable finance ecosystem.
- Develop and maintain a comprehensive mapping of nature finance activity in Switzerland to identify opportunities for greater connection, participation, and impact.

Outreach and Knowledge Sharing

- Edit and publish a regular newsletter on nature finance and Hub-related activities for external audiences.
- Organize convenings, events, and meetings with existing and potential workstream participants.

Governance and Stakeholder Engagement

- Schedule and support meetings of the Hub's Advisory Board.
- Engage with NatureFinance colleagues to surface opportunities for cross-pollination and collaboration across workstreams.

Operational Management and Fundraising

- Develop and oversee the Hub's budget and related fundraising efforts to ensure the sustainability of ongoing workstreams and Hub support.



Experience and Qualifications

The successful candidate shall meet the following criteria:

- A graduate degree in an economic or finance-related topic
- At least five years' experience in programme management, preferably in the sustainable finance or related sectors.
- Strong familiarity with the Swiss sustainable finance ecosystem, including key stakeholders and initiatives.
- Excellent oral and written proficiency in English.
- Fluency in both French and German is required.
- Legal permission to work in Switzerland and willingness and ability to be based there.

Personal Attributes:

- **Cultural Sensitivity:** Understanding and respect for diverse cultural perspectives, especially in the context of working with different geographies, cultures and backgrounds.
- **Adaptability:** Flexibility to adapt to changing priorities and work environments.
- **Integrity:** High ethical standards and a commitment to confidentiality and professionalism.
- **Initiative:** Self-motivated with a proactive approach to work and the ability to drive initiatives independently.

Terms

The role will be full-time and remote, with a requirement for the candidate to reside in Switzerland.

The team member notes that, due to the characteristics of the Foundation's business and the position, they might be required to do some trips. The Foundation can determine the means of transport. The gross salary will not be affected by this, and the Foundation will either supplies cash in advance or reimbursed in full all costs associated to the business travels including but not limited to flights, hotel, and other expenses associated with the business trip.

This job description outlines the primary responsibilities and requirements for the Lead of the Swiss Global Hub Support Unit at NatureFinance. The position may be requested to undertake additional activities to support the NatureFinance team, as per the supervisor's request. This role requires flexibility and a collaborative approach to ensure the smooth functioning of NF operations.



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 6th January 2025.

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.