



January 2025

Program Administrator

Terms of Reference

1. About NatureFinance

NatureFinance is a Swiss-based, international non-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.

Role overview

The Program Administrator will be an integral part of the NatureFinance Coordination Unit, primarily providing administrative support to program leads to ensure projects are implemented successfully, on time and within budget.

- Cover Coordination Unit team members during annual leave
- Excellent command of Microsoft Office Suite
- Strong attention to detail and an interest and strength in process management
- Ability to work in a networked, fast-paced and agile work environment

Key Responsibilities

- Schedule bilateral or multi-stakeholder meetings.
- Proactively research and book flights / accommodation for travel.
- Arrange visas and registrations, where necessary.
- Curate and maintain database of contacts (CRM).
- Manage program documents via MS SharePoint and Teams, Mondays /support in knowledge management.
- Build solid working relationships with key-stakeholders and their relevant teams
- Manage communications to ensure timely delivery of projects.
- Lead on event organisation (virtual and in-person) for relevant workstream
- Event tracking/monitoring (invites, RSVPs, attendees, guest speakers, changes, logistics & thank you notes)
- Be the go-to person on logistical support for events i.e. attain bios/photos, set up prep calls, arrange all travel, accommodation, transportation, dinners, entertainment, online registration, activities etc. (in accordance with project budget allowance)
- Prepare invitation letters for government entities and other organisations.



- Support on meeting preparation, including timely sharing of materials/links, confirming participation, and distribution of follow-up materials as requested.
- Compile and organise minutes in meetings as required.
- Forward tasks agreed upon during meetings.
- Format reports and presentations, using NatureFinance-branded templates.
- Source and negotiate with vendors and suppliers.
- Support with monitoring and managing team expenses.

Qualifications and Experience

Education:

A degree in business administration, management, or a related field is a plus, but not a requirement. Relevant certifications or equivalent professional experience will also be considered. We value diverse backgrounds and experiences and encourage all qualified candidates to apply.

Experience:

- Experience in executive level administrative support and operations (2-3 years)
- Experience in a highly dynamic environment; taking initiative/leading and working as part of a team are sophisticatedly balanced

Skills:

- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, government officials and funded partners.
- 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 to no guidance
- Able to maintain a prominent level of integrity and discretion in handling confidential information
- Exceptional organizational skills and impeccable attention to detail
- Strong verbal and written communication skills.
- Proven experience in events organization
- Exceptional organizational and time management skills, with the ability to prioritize effectively between competing (and at times conflicting) tasks and deadlines

Personal Attributes:



- **Cultural Sensitivity:** Understanding and respect for diverse cultural perspectives, especially in the context of working with indigenous communities and Brazilian stakeholders.
- **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, working remotely, with a preference for a candidate located within CET or EAT time zones.

The team member notes that, due to the characteristics of NatureFinance's business and the position, they might be required to do some trips. NatureFinance can determine the means of transport. The gross salary will not be affected by this, and NatureFinance will either supply cash in advance or reimburse 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 Program Administrator at NatureFinance. The Program Administrator may be requested to undertake additional activities to support the NatureFinance team, as per the Senior Administrator Lead or Workstream Lead 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 31st January.

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.