

June 2021

F4B Portfolio Manager

Terms of Reference

1. Context

In 2020 we've seen nature rise rapidly up the finance sector agenda and 2021 is the year of accelerated action and raising ambition. As Robert-Alexandre Poujade from BNP Paribas Asset Management points out: "The finance sector is now on biodiversity where climate was five years ago in the lead up to COP21 in Paris. The movement is there with lots of new initiatives. We're not there yet, but it's coming". The finance – nature nexus is an important, timely and exciting space to be working in at this time.

2. Finance for Biodiversity Initiative (F4B)

[Finance for Biodiversity \(F4B\)](#) works with a diverse set of actors across a number of cutting-edge areas with the aim of increasing the materiality of biodiversity in financial flows and decision-making, and so better align global finance with nature conservation and restoration.

The initiative shapes change at the early stages of the innovation curve and follows a dynamic learning model that quickly tests, learns and reinforces success, through collaboration, leveraging of existing initiatives, and catalysing new areas of work. F4B is a dual-purpose platform, both with its own research and implementation capability, as well as a programme for regranting resources to others. This allows the initiative to rapidly respond to global developments as they unfold, as well as work with a diverse network of third-parties, crowding in knowledge and expertise.

It is supported by a number of foundations and its work is guided by a leadership group of experts and practitioners in the field.

Key interventions:

- **Market efficiency and innovation:** including a leadership role in the Task Force on Nature Related Financial Disclosure, and support to a number of data and fintech-linked initiatives
- **Biodiversity-related liability:** with a particular focus on the place of extended environmental legal liabilities for financial institutions, as well as financial policy and regulatory initiatives.

- **Citizen engagement and public campaigns:** advancing data and fintech-led instruments to catalyse shifts in citizen behaviour as consumers, savers, pension holders, insurers and capital owners.
- **Responses to the COVID crisis:** advancing measures and advocacy linked to stimulus and recovery spending, and the place of nature in sovereign debt markets.
- **Nature markets:** catalysing nature markets by developing new revenue streams and robust governance innovations.

We are also developing a number of cross-cutting workstreams, for example on policy and the food-finance nexus.

3. The Role

F4B is seeking someone to join the team as a Portfolio Manager. The aim of the role is to help build out and oversee the successful delivery of F4B projects and related partnerships and outreach, whilst facilitating connections across the initiative's broader portfolio of work.

The role is mid-senior level and will include budget and resourcing responsibilities, initially overseen by an F4B Principal. The Portfolio Manager will form part of the F4B Leadership Group, with additional responsibilities in relation to the Strategy Group and Grants Committee, pending performance and requirements.

The primary role of the chosen candidate will be to build out and deliver a portfolio of work to support the establishment of a credible nature-related data and disclosure framework and supporting infrastructure. This will involve building strategic partnerships and working with other F4B Principals to plan the research agenda and commission research to support the effective development of the framework, as well as maximising its ambition and uptake by financial institutions.

The candidate may subsequently/in addition own or participate in the delivery of other projects in the F4B portfolio.

4. Responsibilities

The successful candidate will be responsible for building out and managing portfolios of work on behalf of the Finance for Biodiversity Initiative. This will at high level include:

- Identifying, negotiating, developing and overseeing particular projects and grantees to deliver the portfolio outcomes in line with F4B's broader mission.

- Convening and orchestrating across a complex set of actors to achieve portfolio outcomes.
- Identifying and supporting the build out of relevant funding opportunities, as applicable, and ensuring funds are effectively leveraged across the initiative to maximise the impact of the portfolio.
- Thinking and planning strategically to connect the dots between the portfolio being managed under this remit, and other projects and work areas across F4B and broader initiatives in this space, with a focus on complementarities and ensuring effective interfaces.

More specifically, tasks to include:

- Steering projects through the F4B governance model, ensuring that projects are robustly resourced and signed off at the necessary stages.
- Developing and presenting project concepts and grant proposals at the F4B Innovation Hub, Leadership Group and Grants Committee meetings for feedback and approval, including engaging with the necessary regranting partners as applicable.
- Developing and overseeing the delivery, performance and budget across the portfolio being managed.
- Planning and overseeing the execution of outreach and influencing strategies, working closely with the F4B comms team, Principals, and relevant partners.
- Organising or leading the development of analytics and the production and publication of reports and other communication material, including quality assurance (and sign off where applicable/as agreed) for deliverables developed under the portfolio.
- Contributing to strategic discussions and inputting to other F4B work programmes to identify and capitalise on interconnections and learnings between F4B portfolios, and leverage funds and networks across the portfolio.
- Progress reporting and knowledge sharing with F4B management and key stakeholders.
- Running project teams and overseeing the delivery of work by grantees through regular meetings, etc.
- Attending relevant F4B meetings, including monthly Leadership Group meetings, relevant weekly Innovation Hub meetings and F4B convenings to begin (and potentially monthly Grant Committee and Strategy Group meetings, pending role progression). The Portfolio Manager will be expected to prepare for and chair sessions which relate to their portfolio.
- Overseeing the work of any junior project team members as applicable.

5. Abilities and other requirements

Candidates must have sufficient experience to demonstrate competency in the above-mentioned duties and below-outlined competencies:

Ability to:

- Think strategically with a focus on complementarities, and ensuring interfaces work within the entire F4B portfolio.
- Work in a fast-paced and complex work environment.
- Work effectively in teams as well as independently.
- Formulate evidence-based insights and translate them into credible, clear and compelling recommendations and material.
- Keep updated with knowledge by participating in external opportunities and networks.
- Upward manage and support a multi-organisation consortium or partners based in other countries/organisation.
- Maintain and develop strong working relationships with new partners and a broader professional network.

Other requirements:

- Fluency in English is essential. Working knowledge of other languages is an advantage.
- Available from 01 May 2021 (at 80% minimum)
- Knowledge of the topic and demonstrable capability to quickly develop expertise.

5. Terms

- Fixed term contract: 1 year, with some flexibility and possibility of extension
- Contracted through the Swiss Philanthropy Foundation
- 3 month probationary period
- 2 months notice period on either side
- Full-time (part-time considered)
- Competitive salary

6. How to Apply



Please send your CV and cover letter to Nathalie Nathe (nathalie.nathe@f4b-initiative.net), briefly explaining why you are applying for the position (what interests you in the initiative and the role) and what makes you a suitable candidate.