

March 2021

Portfolio Manager – Terms of Reference

Finance for Biodiversity (F4B) Initiative

1. Finance for Biodiversity Initiative (F4B)

1.1. The Aim

[Finance for Biodiversity \(F4B\)](#) aims to increase the materiality of biodiversity in financial decision-making, and so better align global finance with nature conservation and restoration. F4B is advancing five main workstreams that create and amplify the feedback signals that increase the value of biodiversity in private and public financing decisions.

1.2. Workstreams

- **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.

F4B are also developing a number of cross-cutting workstreams, for example on policy and the food-finance nexus.

1.3. Approach

The initiative is a dual-purpose platform, both with its own research and implementation capability, as well as a programme for regranting resources to others. It is supported by a number of foundations and its work is guided by a leadership group of experts and practitioners in the field.

F4B aims to achieve its goal through network effects and by engaging key organisations, experts and influencers to align their agendas and establish a common framework for biodiversity and finance. The initiative 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's regranting capability 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.

2. F4B Portfolio Manager

2.1. Role description

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 PM will be to support an F4B Principal with the build out and delivery of a portfolio of work that aims to promote and accelerate the development of markets for nature-based services. This portfolio of work will involve: (1) creating new solutions, platforms, opportunities, and tools in service to high-momentum nature market initiatives, (2) establishing a new community of practice which will take forward the cause of market creation at an accelerated pace and (3) supporting the launch of the next generation of investment platforms and nature exchanges.

The candidate may additionally own or participate in the delivery of other projects in the F4B portfolio.

2.2. Responsibilities

The successful candidate will be responsible for helping to build out and manage a portfolio 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 Principal with 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:

- Help the Principal to develop grant strategies, identify prospective grantees, and develop/evaluate project proposals to build out the portfolio.
- Support the Principal and project leads to steer and oversee the successful delivery of projects that have been approved, including identifying alignments with the existing F4B portfolio.
- Support presentations at relevant F4B meetings, and external events as applicable.
- Lead on progress and donor reporting (financial and narrative) across the portfolio, with the Swiss Philanthropy Foundation (SPF), the MAVA Foundation and the F4B Coordination Unit.
- Support on contracting on behalf of the portfolio, working closely with the Swiss Philanthropy Foundation, the MAVA Foundation and the F4B coordination team.
- Support workstream leads to feed content into the website, social media, internal newsletters, and external monthly F4B briefings.
- Prepare concept notes and proposals for the Innovation Hub, Leadership Group and Grants Committee meetings (as applicable), including the management of outreach to target possible providers and solicit proposals.
- Organise convenings as applicable on behalf of the portfolio, with support from the Administrator.

- Work with the F4B comms team to get reports copyedited, designed, and support workstream leads to develop comms plans and media strategies.
- Working with GSCC on campaigning strategies, and work with Principals and other PMs to develop insider/influencing strategies.
- Plan and track engagement and outreach on behalf of the Portfolio.
- Overseeing the work of any junior project team members as applicable.

2.3. 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.
- Ability to thrive in highly adaptive, innovative and fast-paced work environments.
- 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.
- Maintain and develop strong working relationships with new partners and a broader professional network.

Experience in:

- Coordinating content and deliverables across multiple workstreams and ability to stay on top of actions and deliverables across multiple projects and stakeholders.
- Upward managing and supporting a multi-organisation consortium and/or partners based in other countries/organisations, with strong stakeholder engagement skills.
- Working on complex topics with a diverse range of stakeholders and subject-matter experts in a fast-paced environment.
- Business development and developing terms of references/proposals.
- Excellent writing skills.
- Working effectively with Word & data processing and presentation software.

Other requirements:

- Fluency in English is essential. Working knowledge of other languages is an advantage.

- Knowledge of the topic, particularly Nature Markets, and demonstrable capability to quickly develop expertise.
- Strong organisational skills and ability to prioritise effectively between competing (and at times conflicting) tasks and deadlines.
- Available from 01 May 2021 (at 80% minimum)

3. Terms

- Fixed term contract: 01 May 2021 – 31 October 2022, with some flexibility and possibility of extension
- Contracted through the Swiss Philanthropy Foundation
- 3 month probationary period
- 1 month notice period on either side
- Full-time (or 80% minimum)
- Location flexible (remote considered)
- Competative salary
- Location is flexible but will be required to work with EU time zones and workdays to an extent.

4. How to Apply

Please send your CV and cover letter, summarising why you would be a good candidate for this role, to: Nathalie.Nathe@F4B-Initiative.net.