



At WWF Switzerland, 220 employees and more than 3,000 volunteers work together to protect nature and the environment. We pursue WWF's goals of maintaining biodiversity, using our resources sustainably and promoting environmentally friendly lifestyles.

A few years ago, we began a pilot initiative within the international WWF network to promote ventures in the environmental sector. Our aims included making conservation more effective and promoting the setup of self-financed initiatives that create added value for the local population in biodiversity hotspots.

For the Global Network Development (GND) department we are looking to fill a temporary position until the end of 2019 with an

## **Analyst Impact Ventures (80-100%)**

### **Your tasks**

- You help to identify conservation business, to manage investees and to support investment process (e.g. identifying/managing pipeline, screening ventures and assisting in due diligence).
- You are the first point of contact with ventures, managing all incoming inquiries as well as communication with portfolio companies.
- In order to streamline and manage ventures you develop systems, processes and databases
- You conduct research on companies, sectors and industries.
- You create high-quality Impact Ventures documentation, act as content owner of key documents and manage communications (e.g. developing website and writing blog posts).
- Administratively you organize meetings, workshops, events, field visits and travelling.
- You liaise with other GND focus areas and provide support in overlapping topics (e.g. preparing project proposals).

### **Your profile**

- At least Bachelor's Degree in Business, Economics, Finance, Sustainability or International Relations or at least 1 year of Impact Investing experience if Bachelor's degree is in another field.
- Minimum of 3 years work experience, preferably with knowledge of impact investing.
- You've got strong project management skills with a demonstrated ability to deliver independently and under pressure.
- You can understand and adjust existing processes and create new ones.
- You have diplomatic skills dealing with other NGO's, investors and venture leaders (incl. senior level).
- You are a team player with intercultural competences, ability to work in a diverse team (foreign working experience would be an asset).
- You are a creative problem solver with a positive attitude and a good sense of humor.
- Fluent in German and English, good in French (B1), Spanish is an advantage.
- Work experience in emerging markets or with small growing businesses in frontier markets would be an asset.

### **Your application**

Are you interested in this role? Fredy Diener will be happy to receive your complete application only by email at [jobs@wwf.ch](mailto:jobs@wwf.ch) (until 24. May 2019). Your application letter illustrates what motivates you to join us in this role and what strengths you've got.