

Communications & Community Coordinator

The Finance for Biodiversity Foundation is a non-profit organization aiming to support a call to action and collaboration between financial institutions worldwide on biodiversity. Our community has grown from 26 financial institutions launching the [Finance for Biodiversity Pledge](#) last year to 75 signatory financial institutions from 17 countries this year.

The Foundation is hosting 3 very active [working groups](#) for 38 members on engagement with companies, impact assessment and public policy advocacy in which members like AXA IM, Aviva, Amundi, the international business of Federated Hermes, Fidelity International, Manulife, and Rabobank exchange knowledge, share best practices and collaborate on actions. Next year we would like to expand with at least one more working group(s).

We are a partner of the [EU Finance @ Biodiversity Community of the European Commission](#) with which we organize several meetings and webinars per year. Our global community is growing fast, and we therefore are very keen to expand to such as Asia-Pacific, Africa, South and Latin America and North America.

Location: Our work is conducted around the globe, and we therefore work mainly online/remotely.

Hours: You would work between 24 and 32 hours per week, ideally divided over at least 4 days per week.

We are looking for a **proactive, accurate and enthusiastic Communications and Community Coordinator** who will help us build the young and growing Finance for Biodiversity Foundation. You will work closely with the Senior Sustainability & Engagement Manager.

Your key responsibilities would be:

Community management:

- Registration and on-boarding – first point of contact for financial institutions around the world interested in signing the Finance for Biodiversity Pledge and/or becoming a member of the Foundation
- Member support – answering questions of new or existing signatories or members about meetings, events, or membership

Communications:

- Content creation – write, edit and/or coordinate newsletters, web articles, communications materials, presentations, and material for our social media channels (Twitter, LinkedIn and YouTube)
- Publication coordination – manage publications of the working groups by editing text and being the point of contact for the external designer
- Events & event planning: (co-)organizing (online) events, meetings and webinars for our finance community and working groups
- Marketing strategy – creating and executing ideas on how to reach financial institutions to become Pledge signatories and members

Qualifications

- You are proactive, self-driven, accurate, communicative, and enthusiastic
- (Almost) native or excellent English
- Excellent communication and writing skills
- Ability to structure processes and coordinate registrations accurately
- You have at least 3 years of experience in a similar position, and/or proven experience in building an engaged community and in content creation
- Knowledge of mass e-mailing solutions like Mailchimp, as well as some HTML & CSS skills like WordPress
- Knowledge of (or willingness to learn about) sustainability and finance

Contract

- Initially a seven-month contract with the aim to continue for a longer period afterwards
- Option to contract on a freelance basis
- Start: January 2022

Salary

- Competitive salary and benefits package

Apply

- If you have any questions, please contact the founders and current coordinators of the Finance for Biodiversity Foundation, Anita de Horde and Anne-Marie Bor, board@financeforbiodiversity.org.
- Send your motivation letter and resume by 2 December at the latest to board@financeforbiodiversity.org.
- Interviews will take place on Thursday 9 or Friday 10 December, between 9am and 4pm CET