

Communications Coordinator

22 May 2023

We are seeking a highly motivated and skilled **Communications Coordinator** to join our dynamic team. As the Communications Coordinator, you will play a key role in promoting the Finance for Biodiversity (FfB) Foundation's mission, activities, results, and impact on diverse audiences.

Location: Remote (preferably EU/UK time zone)

Start date: As soon as possible

About the role

In this role, you will be responsible for developing and implementing communication strategies, managing social media channels, and producing engaging content to raise awareness about the importance of the emerging topic of biodiversity and sustainable finance. You will play a pivotal role in engaging with financial institutions, inspiring them to join the FfB Foundation, and ensuring the accuracy and impact of published materials.

Your key responsibilities

- Develop and execute comprehensive communication strategies to effectively convey the FfB Foundation's goals, activities, and achievements through various channels, including social media, website, newsletters, and publications.
- Create and curate compelling content for social media channels, including written articles, social media updates, and multimedia materials, to engage and educate our stakeholders.
- Monitor and manage the FfB Foundation's Twitter, LinkedIn, and YouTube social media accounts, ensuring consistent branding and messaging across channels.
- Engage with followers, respond to comments and inquiries, and foster a sense of community through thoughtful and timely interactions.
- Collaborate with the Community and Working Group Coordinator(s) to gather information, identify key messages, and create impactful content for our virtual Pledge launch events (3 per year) and monthly newsletters.
- Manage the FfB Foundation's website, ensuring its content is up-to-date, visually appealing, and user-friendly, and optimise SEO to increase visibility.
- Edit and proofread publications, including reports, guides, policy briefs, and other relevant materials to ensure accuracy, clarity, and consistency of messaging.
- Coordinate the publication production process, including liaising with authors and designers to ensure timely and high-quality delivery.
- Plan, coordinate, and implement digital marketing campaigns to promote FfB Pledge and Foundation with financial institutions.

- Support media relations efforts by drafting press releases, coordinating interviews, and cultivating relationships with journalists and relevant media outlets.
- Track and analyse communication metrics to assess the effectiveness of strategies, making data-driven recommendations for continuous improvement.
- Stay updated on industry trends, best practices, and emerging communication tools, and propose innovative ideas to enhance the foundation's communication efforts.
- Assist in organising and promoting webinars and events to facilitate knowledge exchange and engagement with stakeholders.

Qualifications

- Bachelor's degree in communications, journalism, marketing, or a related field
- Native (or near-native) English speaker
- Proven experience in communications, content creation, or a similar role
- Excellent writing, editing, and proofreading skills, with the ability to adapt content for financial institutions
- Proficiency in managing social media platforms and using content management systems (CMS) and digital marketing tools
- Strong understanding of SEO principles and experience with web analytics
- Knowledge of sustainability, biodiversity conservation, and the finance sector is a plus
- Ability to work independently and collaboratively in a fast-paced, deadline-driven environment
- Exceptional organisational skills with keen attention to detail
- Creative mindset with the ability to think strategically and develop engaging content
- Strong interpersonal skills to effectively communicate and build relationships with internal and external stakeholders
- Proficiency in graphic design and multimedia editing software is a plus

Joining the Finance for Biodiversity Foundation as a Communications Coordinator offers a unique opportunity to contribute to the conservation of biodiversity and sustainable finance by effectively communicating the FfB Foundation's mission and impact. If you are passionate about environmental sustainability, possess excellent communication skills, and thrive in a dynamic, purpose-driven environment, we encourage you to apply for this position.

Contract

- Initially a half-year contract with the aim to continue for a longer period afterwards
- Competitive salary and benefits package
- You would work around 28 hours per week

Apply

- If you have any questions, please contact the founders of the Finance for Biodiversity Foundation, Anita de Horde and Anne-Marie Bor, board@financeforbiodiversity.org.
- Send your motivation letter and resume by Wednesday 27 June at the latest to board@financeforbiodiversity.org.
- Interviews will take place on Monday 3 July between 11.00 – 14.00 or 15.30 - 17.00 CEST or Tuesday 4 July between 12.00 - 17.00 CEST

About the Foundation

The Finance for Biodiversity Foundation is a non-profit organisation that supports a call to action and collaboration between 140 financial institutions from 23 countries that signed the [Finance for Biodiversity Pledge](#). We have 61 financial institution members that actively participate in our four [working groups](#) on engagement with companies, public policy advocacy, impact assessment, and target setting on nature.