



*in support of*



## Taskforce for Nature-Related Financial Disclosures (TNFD)

### Executive Director

**Location:** Homeworking (from any location)  
Some travel likely required

**Start date:** July 2021

**Role:** Fixed Term contract or secondment: Full-time for 2 years (with the possibility of an extension)

The **Taskforce for Nature-Related Financial Disclosures (TNFD)** will be launching in the second half of 2021.

This is a global initiative, which enjoys the support of numerous governments, the United Nations, corporates, financial institutions, and environmental groups.

The goal of the TNFD is to provide a global framework for companies, investors and financial institutions to assess, manage and report on their nature-related risks.

It is anticipated the framework will be in development for at least two years.

The TNFD will comprise a membership group of market participants, led by Co-Chairs representing the private and public sectors. In turn the Co-Chairs will be aided by a Vice Chair who will have oversight of the Secretariat (which effectively functions as a Project Management Office) and other Vice Chairs who will lead a Stewardship Group and Working Groups.

We are seeking an exceptionally talented and experienced individual, who is passionate about this initiative and the role that it will play, to join as Executive Director, running the operations of the Secretariat and ensuring the delivery of this high-profile project.

The Secretariat will operate mostly virtually with key Secretariat partners spread across the globe.

#### What's in it for you:

This is a unique opportunity for an experienced senior individual to play a pivotal role in establishing and managing the Secretariat that will support the Taskforce and ensure this globally important initiative is successful.

Key to that success will be bridging the conversation and expectations of the private sector (financial institutions and companies) and the environmental sector – delivering a practical framework for users with recognised integrity.

As such you will work alongside a wide range of stakeholders and have significant exposure to leaders in the financial institutions (banks, insurers, portfolio management companies, and other asset managers / owners), leaders in companies across sectors and geographies, as well as other financial or non-financial industry-related players (rating agencies, data and methodologies providers, and reporting advisers). Additionally, you will gain significant exposure to policy makers and regulators.

You will bring strong project and programme management skills to the role as you coordinate the work of the TNFD and the various Members and working groups within the Taskforce.

As well as bringing a wide range of skills and experience to the role you will also increase your visibility and influence within the sectors - bringing your own network and experience to bear.

### What's the role?

Leading a team of around seven full time staff within the Secretariat, you will oversee the finance, technical, administrative and engagement functions through to the roll-out and uptake of the TNFD.

The Secretariat will operate mostly virtually with key Secretariat partners spread across the globe.

You will ensure that the Co-Chairs are sufficiently supported, coordinate the working groups, manage the day-to-day work and maintain regular contact with Members and other TNFD contributors as the framework is researched and developed.

We're looking for someone who is politically savvy and an accomplished leader with extensive international experience, who is comfortable working with a diverse group of senior stakeholders on high-profile initiatives under intensive media and stakeholder scrutiny.

You must be an excellent communicator, as collaboration is critical for the role. You will be accomplished at working in a dynamic environment where influencing, networking and good programme management is key. In this role it is essential that you are delivery focussed and outcome driven.

As Executive Director of the Secretariat you will deliver on the following:

- Supporting the Co-Chairs in the execution of the TNFD project according to the workplan and technical scope approved by the Co-Chairs;
- Ensuring timely delivery of TNFD milestones, notably testing of the TNFD Framework and consultations before its launch;
- Developing a set of governance rules to support the decision-making process;
- Initiation, co-ordination and facilitation of inputs from TNFD Members, the Stakeholder Group, Technical Expert Group and external experts;
- Ensuring alignment across stakeholders and drawing on lessons learnt and best practice;

- Preparation of regular updates from the Chair to the Stewardship Group and funders of the TNFD;
- Communications and events according to the communications plan; and
- Receipt and distribution of funds.

**On an ongoing basis we'll trust you to:**

- Coordinate, develop and manage the TNFD's strategic activities and programme.
- Lead and manage a virtual team working on:
  - Communications strategy and events;
  - Membership and broader stakeholder engagement and support;
  - Workstream Lead Support;
  - Sourcing of technical expertise to support the programme and
  - Identifying new funding sources and overseeing finance and funds flow
- Manage donor relationships
- Liaise with governments and regulators
- Liaise with key stakeholders across public and private sectors
- Liaise with data and standards providers
- Support the Co-Chairs and Vice Chair to the Co-Chairs
- Stay current on the topic of biodiversity, finance and Taskforce areas of focus
- Coordinate with the marketing and communications function on newsworthy announcements and events.

**You need to have:**

**Essential**

- Graduated with a relevant degree (ideally an MBA or relevant Masters degree, or be able to demonstrate equivalent experience gained in a corporate setting).
- Significant prior experience working within the finance and corporate sector, in particular on reporting and disclosures.
- Understanding of financial markets and experience working in and/or engaging with the private corporate and/or finance sector.
- A proven track record of leading complex multi-disciplinary programmes/initiatives to successful outcomes (with experience running multi-stakeholder processes an advantage), ideally within a global or international context.
- A genuine interest in environmental sustainability and understanding of the differing national and market perceptions of this issue, among developed and developing countries.
- Experience in managing and reporting on complex multi-million programme budgets.
- Willingness to adopt multiple responsibilities (e.g. strategy, stakeholder engagement, project management, communications, fundraising, report writing, on-ground delivery).

- Strong people management skills - setting clear deadlines, logically tackling problems and setting priorities for the team.
- Outstanding interpersonal and relationships building skills with senior-level officials, partners and influencers across private and public sectors.
- Excellent written and oral communication skills with a proven capacity to translate information and big ideas into actionable plans.
- A strong independent work ethic in addition to an ability to work as part of an agile and fast-moving team.

### Desirable

- Previous experience dealing with political or international processes.
- Previous experience in TNFD (or TCFD).
- Whilst the working language will be English, ability to speak additional languages will be an advantage.

### If this sounds like you:

*This role is available on a fixed-term or secondment basis. Secondments are welcome, although will only be considered from firms that are considered neutral to the TNFD's ambitions.*

Apply if you think we're a good match and we'll get in touch to let you know the next steps.

Please submit:

- your CV
- a short cover letter (no more than two sides of A4) describing how you meet the specific requirements for the post
- Please also indicate your Nationality and Country of Residence when applying.

The closing date for applications is **9am on Monday 7 June 2021**. Please submit your application to [recruitment@gfi.green](mailto:recruitment@gfi.green)