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**TERMS OF REFERENCE FOR A REPORTING FELLOWSHIP**

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**Title:** Reporting Fellow  
**Location:** Geneva, Switzerland  
**Start Date:** November 2017

**WHO WE ARE**

The purpose of Impact Finance Management is to restore a more constructive and humanistic role of finance in our society. We are at the forefront of the emerging trend of Impact Investing.

We advise the Impact Finance Fund, a Luxembourg-based open-end fund. The Fund provides debt to SMEs that consciously strive to deliver developmental outcomes to address social and environmental needs.

We invest in different value chains in food and agriculture, education, rural finance and renewable energies.

We are based in Geneva and Cali. For more info: [www.impact-finance.com](http://www.impact-finance.com)

**WE ARE LOOKING FOR**

A dynamic and well organized young professional able to perform tasks under pressure with precision and accuracy. Understanding of sustainability and financial concepts is required, together with the ability to work in a team and individually.

The Fellow will be mentored by our Investor Relations Associate and (s)he will be involved in different communication activities. Over the course of autumn and winter the Fellow will explore the mechanics of an impact investing firm, learn from interactions with the team and contribute to grow an initiative that will disrupt the way people consider finance.

The Fellow will be based in Geneva, Switzerland. We offer a stimulating work environment in a new sector and considerable international exposure.

**JOB DESCRIPTION**

The Fellow will learn how to generate reporting and marketing content for Impact Finance Management and the Impact Finance Fund. In addition to the close collaboration with the Investor Relations Associate, the Fellow will interact with the investment team based in Cali to gather information on portfolio companies and she/he will also collaborate with the operations team in Geneva that generates the reporting data.

In particular, (s)he will provide support for the following activities:

- Generation of the quarterly newsletter of the Impact Finance Fund and other reporting documents
- Update of marketing documents such as leaflets and powerpoint presentations
- Update of the online communication with the website and the social networks of the company

**SKILLS/QUALIFICATIONS/EXPERIENCE**

We are looking for a person who is dedicated, attentive to detail, curious, and able to work in a dynamic and challenging environment.

Other skills required are:

*Salesmanship*

*Planning and organizing*

*Interacting with people*

*Open-minded and willingness to learn*

*Drive and initiative*

*Self-motivating and inspiring*

The candidate should have the following qualifications:

- A University Degree in Finance, Economy, Social science or Management;
- Proficiency in MS Office (Word, Excel, Powerpoint, Outlook);
- Native English speaker with excellent writing skills;
- French speaker;
- Spanish speaker considered as a plus;

**CONDITIONS**

The fellowship will last 4-6 months and, if satisfactorily concluded, it will be converted to a full-time position. The Fellow will receive a monthly allowance.

**HOW TO APPLY:**

Interested candidates can send their resume and cover letter to [apply@impact-finance.com](mailto:apply@impact-finance.com)

Please indicate "Reporting Fellow" in the object of the email.

Only selected profiles will be contacted.