

## JOB DESCRIPTION

### Project Manager

#### SFG & SOCIAL STOCK EXCHANGE

Sustainable Finance Geneva (SFG), is a not-for-profit organization and platform that establishes Geneva as an important actor in sustainable finance. Geneva enjoys a unique ecosystem that fosters development and innovation: financial expertise in many areas, high-level international organizations, recognized universities, major foundations, connections and a culture of openness onto the world.

SFG is looking for an experienced Project Manager to manage its project of an international Social Stock Exchange ([SwiSOX](#)) in Geneva dedicated to social enterprises.

More information: <https://www.sfgeneva.org>

Eighteen months on a 80% activity rate.

#### REQUIREMENTS

- ✓ Proven work experience as project manager
- ✓ Entrepreneurial spirit (opportunity to actively participate in the set-up phase)
- ✓ Experience in investment banking, private equity and/or impact investing
- ✓ Good comprehension of the global social enterprises and impact investing field
- ✓ Excellent decision-making and leadership capabilities
- ✓ French and English fluent in writing and speaking
- ✓ Education: degree in Finance or relevant field
- ✓ Advanced knowledge of MS Office
- ✓ Excellent written and verbal communication skills
- ✓ Team spirit
- ✓ Working permit

#### JOB DESCRIPTION & RESPONSABILITIES

Preparing the first transactions

- Identify enterprises / impact funds / impact bond issuers that meet the criteria and are willing to get listed on the social platform
- Select social investors willing to participate
- Determine terms and conditions. Support negotiation
- Ensure full support of investment banks/Financial Institution

Building a consortium

- Landscaping, mapping of main players
- Collaborative workshops
- Partnership formalisation
- Fundraising

Setting-up the operational infrastructure

- Validating the legal environment
- Identify the right technology / infrastructure / operational partner
- Establish criteria impact assessment methodology

#### IF INTERESTED

Please send your application (CV and covering letter) to [info@sfgeneva.org](mailto:info@sfgeneva.org) by March 22, 2019.

Starting as per availability.