Terms of Reference
Internship Opportunity
Finance & Investment Intern
January to March 2027 (flexible to change)

Catalytic Finance Foundation (Catalytic) is seeking an intern to assist its activities, offering opportunities for the intern to learn about various aspects of the topics in which Catalytic operates.

Catalytic's mission is to accelerate the design and deployment of catalytic finance solutions for sustainable infrastructure. We have the capacity and know-how to identify and develop robust project pipelines and to deploy technical assistance to support the most promising projects to become more investable and impactful. Catalytic seeks to ensure positive social and environmental outcomes in addition to financial returns, applying credible methodologies for the measurement and evaluation of impacts. In addition, we incubate and structure blended-finance funds aiming at scaling up and speeding up the implementation of urban infrastructure projects with positive climate impacts.

Reporting to the Investment Specialist, the intern will support various programmes, including the capital acceleration mandate of the GFCR (Global Fund for Coral Reefs) and Canopy Trust. Secondary to that, the intern is also expected to assist in ad-hoc tasks in other areas of Catalytic's operation, including but not limited to communication and administration. The foreseeable tasks of the intern are further detailed below. In conducting these tasks, the intern will gain a broad overview of Catalytic's mission and operations, obtaining knowledge on sustainable finance, infrastructure projects in various sectors, and climate change impacts.

Tasks :

- Assist in deploying concessional capital within the mandates of GFCR and Canopy Trust.
- Assist in supporting the identification of potential investment projects.
- Assist in the investment process, including project assessment, due diligence, valuation, term sheet negotiation, and contract finalisation, including direct Q&A sessions with the project developers and fund managers
- Assist in the preparation of documentation for the Investment Committee and the Steering Committee
- Assist in data collection, results, and deliverables for Communication, Monitoring, Evaluation, and Reporting, creation of pipeline companies profiles for monitoring and internal communication.
- Assist in the management and improvement of various tools, templates, trackers, etc., for project-level, programme-level, and organisational-level data management
- Assist in ad-hoc research for the various programmes mentioned above. This may include market and regulatory research, mapping of donors and financiers, and research for new blended finance initiatives;
- Assist in ad-hoc administrative and communication matters.

Ideal profile :

- Minimum: currently pursuing a Bachelor's or Master's degree or equivalent in finance, environmental studies (finance-related), business administration, international development, or another related discipline
- Knowledge and working experience in one or several of the following sectors sought:
    - Private equity and/or investment fund environment, ideally impact
    - Corporate Finance
    - Impact investment
    - Sustainable finance
    - International relations and organizations

- Strong skills with Microsoft Word, Excel, and PowerPoint
- Good understanding of corporate finance concepts and project management
- Proficient English level in writing and speaking; French proficiency is a strong plus (French-speaking Africa investment focus)
- Excellent verbal, written, and interpersonal skills
- Passionate about climate mitigation and adaptation, biodiversity, and sustainability with a strong commitment towards a more sustainable world, seeing finance as a tool to support sustainable investment opportunities
- Team player, flexible and enjoys working in a multicultural environment
- Good understanding of corporate finance key notions (WACC, DSCR, FCF), prior experience in financial modeling

The working station will be Geneva with a home-office allowance. The internship is currently offered and preferred as full-time, but part-time can be considered for a strong case. The position will be remunerated. Catalytic will not arrange accommodation, logistics, or visa in Geneva, which are to be managed by the intern. Therefore, ideally the applicant is already based in Geneva or nearby areas.

"This internship is part of an academic training program, a professional training program or a socio-professional integration program, and must meet the conditions set by the Conseil de surveillance du marché de l'emploi (CSME)."

Application Process:

Interested candidates are invited to complete the online application and send their CV and a Cover Letter to secretariat@catalyticfinance.org by 30 November 2026.