

**Terms of Reference  
Internship Opportunity  
March to May 2026 (flexible to change)**

Catalytic Finance Foundation (Catalytic) is seeking an intern to assist its activities, offering opportunities to the intern to learn about various aspects of 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 investible 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 operation, 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.
- Assist in the preparation of documentation for the Investment Committee.
- Assist in data collection, results, and deliverables for Communication, Monitoring, Evaluation, and Reporting.
- 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 Masters 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,
  - 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 workings in a multicultural environment

The working station will be Geneva with 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](mailto:secretariat@catalyticfinance.org) by 13<sup>th</sup> February 2026.