

Terms of Reference
Investment Specialist (80% or full-time)

Catalytic's mission is to accelerate the design and deployment of catalytic finance solutions for sustainable infrastructure and nature. We identify and develop robust project pipelines and deploy technical assistance to support projects to become more investible and impactful. Catalytic seeks to ensure positive social and environmental outcomes in addition to financial returns for impact investors, applying credible methodologies for the measurement and evaluation of impacts. In addition, Catalytic incubates and structures blended-finance funds aiming at scaling up and speeding up the implementation of infrastructure projects with positive climate impacts.

Catalytic is seeking an Investment Specialist.

Catalytic has also been mandated through [Canopy Trust](#) by multiple donors to support and scale up private sector, development-focused investments to reduce deforestation in Central Africa, covering DRC, Republic of the Congo, Cameroon, the Central African Republic and Gabon. To this end, Canopy Trust identifies and builds a robust pipeline of investment funds and local, private sector projects and companies which will lead to economic development, reduction of deforestation, and conservation of forest in the region. Canopy Trust offers technical assistance and invests catalytic, concessional capital to direct investment, it also investor de-risking junior capital into suitable investment funds that commit to capital allocation to Canopy Trust's target countries.. The Investment Specialist will primarily work on the investment activities for Canopy Trust.

Reporting to the Deputy CEO and working closely with other team members and Catalytic's partners, the Investment Specialist will support Catalytic in deploying its concessional capital. This will include originating investment opportunities, conducting evaluation, assessment and due diligence of investment opportunities (investment funds, corporates/SMEs and projects), as well as the negotiation of term sheets, preparation of documentations for the Investment Committees, and finalisation of investment documentations until financial close. The Investment Specialist will also be responsible for managing Canopy Trust's portfolio of investments, including advising, supporting, and monitoring the investees in the portfolio as well as reporting.

Role & Responsibilities:

- Independently lead identification sourcing and management high-quality transaction pipeline in line with Canopy Trust's mandate, target sectors and geographies through direct outreach and relevant channels in the target region, manage selection workflow and maintain pipeline tracker
- Maintain close proximity and awareness with the Canopy Trust Technical Assistance pipeline to be able to assess which of these TA projects to prioritize for investment pipeline and to anticipate the associated timeline
- Independently lead investment processes, including screening of investment opportunities and preparing documentation for internal decision-making and prioritization
- Independently lead and coordinate due diligence (financial, operational, legal, integrity and ESG), (credit) risk analysis, term sheet negotiation (structuring features, conditions precedent, covenants, reporting and monitoring requirements)
- Lead preparation of high-quality investment memorandums and recommendations for submission to the IC, and investment documentation.
- Advise, support, and monitor the investees
- Manage Canopy Trust's investment portfolio including post investment activities and analysis
- Provide numbers, results, and deliverables for Communication, Monitoring, Evaluation, and Reporting.
- Support in other investment-related activities of Catalytic when required.

Profile:

- Minimum 5 years of experience in investment analysis, due diligence, negotiation of term sheets and contracts, structuring and closing transactions, overseeing investees, and portfolio management, preferably at an asset manager, investment bank or financial advisor.
- Experience in working in an investment role in Africa and/or other frontier and emerging markets and fragile country contexts, preferably in Canopy Trust's focus markets
- Working experience in direct private debt investments and structuring; experience in restructuring and workouts preferred.
- Experience in Canopy Trust's focus sectors and a good understanding of business development and financial models of infrastructure projects, experience in deforestation-free value chain investment
- Experience working in the space of impact, blended-finance investment for climate targets would be a plus.
- Experience in managing or investing in and/or managing investment funds, including understanding of blended finance structures and risk mitigation instruments, concessionality and GP diligence would be a plus.
- Experience with international standards, such as IFC Performance Standards, Gold Standard, would be a plus.
- Passionate about reducing deforestation and climate mitigation with a strong commitment towards a more sustainable world.
- Team player, flexible and experienced in working in a multicultural environment.

- Taking initiatives and thinking out of the box to find solutions to challenges are needed on a daily basis.
- Proficient English and French level in writing and speaking, additional language skills a plus.
- Minimum Bachelor's degree or equivalent in business, finance or economics.

The working station will be Geneva, Switzerland, or Kinshasa, DRC, with travels depending on project needs.

The position is possible to start at 80%. However, as the investment portfolio enlarges, it is expected that 100% would be needed at some point in the future.

Please send your CV and a Cover Letter to secretariat@catalyticfinance.org by 31 October 2026. Please indicate clearly on your Cover Letter your intended working station (Geneva or Kinshasa), your intended percentage of working time (80% or 100%), your current place of residence, and whether you have the legal right to work in your intended work station.