

Terms of Reference- Communication and Marketing Specialist (part time)

1. Background

Catalytic Finance Foundation (Catalytic) is a Swiss non-profit foundation accelerating the design and deployment of catalytic finance solutions to advance the Sustainable Development Goals (SDGs). The foundation acts as a Climate Funds Incubator, Technical Assistance Provider and Capital Accelerator, partnering with multilateral development banks, philanthropic organizations, international NGOs, and the private sector to mobilize finance for high-impact, climate-aligned projects.

Among the initiatives supported by Catalytic is the Subnational Climate Fund (SCF), a blended finance vehicle designed to unlock private investment in climate-resilient and low-carbon infrastructure at the subnational level. SCF aims to support sustainable urban development and foster climate impact across developing and emerging markets.

Effective communication is central to advancing the mission of SCF and Catalytic more broadly—both in terms of visibility and in engaging diverse stakeholders across the public and private sectors.

2. Purpose of the Role

The Communication Specialist will be responsible for developing, implementing, and overseeing the communications strategy for the Subnational Climate Fund (SCF). Additionally, the specialist will provide support to the Communications and Marketing Manager in delivering cross-cutting communications activities across Catalytic's portfolio of initiatives.

3. Scope of Work

The Communication Specialist will report to the Communications and Marketing Manager and will have the following responsibilities:

A. Subnational Climate Fund (SCF) Communications

- Execute a comprehensive communications strategy for SCF, aligned with its impact objectives and stakeholder engagement needs.
- Manage SCF's visual identity and ensure brand consistency across all communications materials and platforms.
- Coordinate with SCF's fund manager, partners, and technical teams to collect, curate, and disseminate content (e.g., project milestones, impact stories, investment updates).
- Develop and manage SCF's web and social media presence, in coordination with the Communications and Marketing Manager.
- Draft and edit key communications products such as press releases, newsletters, blog posts, presentations, and donor reports.
- Represent SCF in communications-related meetings with partners, media outlets, and event organizers.
- Monitor and evaluate the reach and effectiveness of SCF's communications efforts.

B. Catalytic Communications Support

- Assist in preparing communication materials for events, speaking engagements, donor relations, and institutional reporting.
- Support the Communications and Marketing Manager in maintaining Catalytic's website, social media channels, and digital asset libraries.
- Contribute to the development of thematic campaigns, thought leadership articles, and stakeholder newsletters.
- Provide support for media outreach and management of press relations when required.
- Collaborate with design and media agencies as needed to ensure high-quality production of visual content.

4. Profile and Qualifications

- Minimum of 2 years of relevant experience in communications, preferably in sustainable finance, climate change, or international development.
- Strong writing, editing, and storytelling skills in English; proficiency in French or Spanish is an asset.
- Proven experience in designing and delivering communications strategies and campaigns.
- Familiarity with digital communications tools (e.g., CMS, social media platforms, email marketing software).
- Ability to translate technical content into accessible and engaging language for diverse audiences.
- Comfortable working in a small, dynamic, and multicultural team environment.
- Experience with project communications in a fund or international initiative context is a strong asset.

5. Location and Duration

This position may be based in Geneva, Switzerland or operate remotely within a compatible time zone.

Part-time, depending on the candidate's availability and evolving organizational needs.

Initial contract for 12 months, renewable based on performance and funding.

6. Application Process

Interested candidates are invited to apply following [this link](#) by July 31st COB.