

Terms of Reference

Governance, Stewardship and Sustainability Analyst

Valoris Stewardship Catalysts, LLC (Valoris)

Introduction:

Valoris (www.valoriscatalysts.com) is a growing firm in an exciting and important field. We are looking for junior professionals with a passion for investor stewardship and corporate sustainability to grow with us. The Governance, Stewardship and Sustainability Analyst (GSS Analyst) will support the development, expansion and delivery of corporate governance, stewardship and sustainability (GSS) solutions to Valoris's clients. The GSS analyst will report to Valoris's Managing Directors and GSS Manager. Valoris is open to initially hiring a current master's student as a GSS Analyst for a paid summer 2022 internship. Subject to satisfactory performance, the GSS Analyst would thereafter work on a part-time basis until graduation and thereafter full-time.

Responsibilities:

The GSS Analyst will support in the development of GSS services to Valoris's current and future clients. Principal target clients of Valoris include small and medium-size asset managers, Development Finance Institutions (DFIs), banks and other financial institutions in the US, Europe, Latin America, Middle East and North Africa and Asia across a number of developed and developing market countries. Key service solutions relate to integrating environmental, social and governance (ESG) considerations in investment and portfolio management policies and practices of institutional investors and banks and supporting the DFIs with technical assistance programs promoting good ESG practices. Valoris's practice includes working with clients to imbed corporate climate governance, climate risk identification and management, and climate finance solutions in their operations.

Essential GSS Functions: This position is responsible for providing support in the rollout of GSS services by Valoris for a variety of clients listed above and covering relevant GSS themes. Specifically, the GSS Analyst will help the Valoris team to:

- o Draft or contribute to the development of proposals and pitches to prospective and existing clients.
- o Conduct background research on prospective clients and partners.
- o Conduct desk research on various GSS developments, including regulatory and policy changes, on thematic, industry, country and/or regional basis.
- o Monitor key websites to learn about upcoming RfPs and project opportunities.
- o Provide services to institutional investor clients by conducting benchmarking, data collection and drafting of reports, relevant corporate/investment/GSS tools and policies.
- o Develop progress reports and other documents for internal decision-making.

- o Collaborate with Valoris's admin support on operational aspects.
- o Maintain the lists of GSS research providers, institutions and Valoris's corporate contacts.
- o Generally support the development and execution of Valoris's work program.

The GSS Analyst will also participate, when appropriate, in Valoris's meetings and calls with clients, partner institutions and other stakeholders.

Qualifications:

- o Degree in economics, business, law, or environmental or social sciences.
- o A strong interest in GSS.
- o Intellectual curiosity and resourcefulness.
- o Understanding of operations of institutional investors, DFIs, banks and other financial institutions, including their investment and technical assistance operations.
- o Quantitative skills, including some experience with financial analysis applied to companies, with a willingness to develop such skills further.
- o Proficiency in research with developing skill in advocacy; emerging knowledge of specific industry/sector issues.
- o Proficiency in Microsoft Office.

Working Conditions:

- o GSS analysts are expected to carry out research, advocacy, and other duties with modest supervision from the Managing Directors of Valoris.
- o Duties are performed in an environment in which priorities may shift frequently. This position must be adaptable to changing priorities.
- o Valoris is currently operating without an office.

Qualities:

- o Facility and experience in interacting with investment and GSS professionals.
- o Brevity and the ability to concisely summarize key research.
- o Proven ability to think independently and in a contrarian manner.
- o Ability to prioritize assignments, multi-task, and meet deadlines.
- o Desire and willingness to take initiative and working with limited oversight.
- o Excellent English written and oral communication skills. Additional languages are appreciated.
- o Strong research, analytical, and organizational skills.

- Ability to handle confidential/sensitive matters using independent judgment and discretion.
- Ability to work efficiently in a high-pressure, deadline-focused work environment.

Interested professionals are invited to send their CVs with a cover letter explaining their interest and qualifications to careers@valoriscatalysts.com.