

Terms of Reference

Governance, Stewardship and Sustainability Manager

Valoris Stewardship Catalysts, LLC (Valoris)

Introduction:

Valoris (www.valoriscatalysts.com) is a growing firm in an exciting and important field. We are looking for professionals with a passion for investor stewardship and corporate sustainability to grow with us. The Governance, Stewardship and Sustainability Manager (GSS Manager) will play a key executing role in the delivery of corporate governance, stewardship and sustainability (GSS) solutions to Valoris's clients. The GSS manager will report to Valoris's Managing Directors, will work directly with personnel of Valoris clients, and will direct, coordinate and oversee the work of Valoris teams (including GSS Analysts) on projects for Valoris clients and in the conduct of research on topics of relevance to Valoris and its clients.

Responsibilities:

The GSS Manager will be directly responsible for ensuring the quality delivery 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 in their investees and technical assistance clients. 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: Specifically, under the supervision of Valoris's Managing Directors, the GSS Manager will:

- o Draft and contribute to the development and delivery of proposals and pitches to prospective and existing clients.
- o Work directly with Valoris client personnel on the collection of information and the design and execution of agreed deliverables.
- o Direct, coordinate and oversee the work of project teams, including GSS analysts providing GSS services for a variety of clients listed above and covering relevant GSS themes.
- o Conduct desk research on various GSS developments, including regulatory and policy changes, on thematic, industry, country and/or regional basis.
- o Provide services to institutional investor clients by conducting benchmarking, data collection and drafting of reports, relevant corporate/investment/GSS tools and policies.

- o Generally support the development and execution of Valoris's work program.

The GSS Manager 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 Three to five years' professional experience in a GSS – related field. (Strong graduate-level work in a GSS-related field may be counted toward the three to five year experience requirement.)
- o Experience in climate finance/climate risk/corporate climate governance expertise.
- o Experience with 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 Duties are performed in an environment in which priorities may shift frequently. This position must be adaptable to changing priorities.
- o Valoris staff, including the ESG Manager, must be willing and able to travel domestically and internationally in connection with work for clients and business development.
- 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.
- o 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.