

## JOB DESCRIPTION

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<b>Job Title</b>	<b>SPTF asbl Managing Director (MD)</b>
<b>Salary</b>	TBD
<b>Location</b>	Luxembourg
<b>Start Date</b>	Q3 2024
<b>Reporting to:</b>	SPTF asbl Board of Directors and Laura Foosse, SPTF Executive Director
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• Execution of the “Convention de Cooperation” signed March 21<sup>st</sup>, 2023 between SPTF Inc and the Government of Luxembourg (Ministry of Finance and Ministry of Foreign and European Affairs' Directorate for Development Cooperation and Humanitarian Affairs)</li> <li>• Management of SPTF asbl registered in Luxembourg</li> </ul>
<b>Application Deadline</b>	30 April 2024

### JOB PURPOSE AND GENERAL BACKGROUND

Given the important policymakers, investors and asset manager stakeholders in Europe, as well as the strategic commitment of Luxembourg as a hub for inclusive finance and sustainable, responsible investment, the targeted coordination with European-based actors and European events is critical for the increasing awareness, growth and uptake of responsible investment practices and tools. To that end, with the support of the Luxembourg Ministries of Development Cooperation and of Finance SPTF setup a Luxembourg-based European office in 2019, located at the House of Microfinance. SPTF Europe asbl is managed by a full time Managing Director.

### DESCRIPTION OF THE ROLE OF THE SPTF ASBL MANAGING DIRECTOR

The MD works with the Executive Director of SPTF Inc (USA) plus one additional member of the SPTF Secretariat team to support Cerise+SPTF's promotion of responsible inclusive finance among investors and regulators around the world.

### RESPONSIBILITIES – OVERVIEW

The MD has 6 main areas of responsibility:

1. Strengthen existing relationships and further broaden coordination with Luxembourg initiatives and actors in responsible inclusive finance and impact investment, to optimize the value of Luxembourg's ecosystem of actors working towards responsible inclusive finance.
2. Lead Cerise+SPTF outreach to the investment community (asset managers and asset owners), as a driving force to implement change through investment policies, eligibility



criteria and contractual covenants for improved accountability on social and environmental performance

- a. Strengthen relationships with existing investor partners and increase membership
  - b. Direct the Cerise+SPTF Social Investor Working Group (SIWG) and subgroups
  - c. Develop new relationships with investors in inclusive finance and the broader impact investment sector
  - d. Promote SPI and the Client Protection Pathway to the broader financial sector and other leading investor initiatives
  - e. Analyze the experience of the inclusive finance sector to identify how to accelerate impact management to increase positive results
  - f. Support Implementation of European Disclosure Regulation and coordinate with ESG and Global Sustainability Standard Setting Initiatives
3. Engage with existing initiatives and networks who coordinate with the regulator community and policymakers on responsible inclusive finance to contribute to the development of adequate market systems and enabling rules and regulatory frameworks.
4. Promote Green/environmental responsible inclusive finance and implementation of Dimension 7 of the Universal Standards to translate best practices into implemented change at investor and FSP level.
5. Assure visibility of our work, by developing a multi-channel strategy including content, press, social media, and campaigns supporting the growth of SPTF Europe and Cerise+SPTF global visibility and brand awareness alongside the Luxembourg MicroFinance and Financial Inclusion Excellence Centre
6. Asbl administration and management: assure regulatory compliance and best practices in terms of the asbl governance and select and manage the relationship with external providers for accounting, audit and salary management.

To accomplish the responsibilities listed above, the MD will attend key industry conferences, workshops, and other meetings. Many strategically important events are organized in Europe, and the MD will prioritize events which allow an active participation in panels to raise awareness and increase engagement with Cerise+SPTF's work in the promotion of responsible inclusive finance. The MD will also use these opportunities for in-person meetings to explore possible areas of coordination and collaboration between Cerise+SPTF and other initiatives and entities.

Some example events, taken from recent years, are listed below:

- Conferences (e.g., e-MFP European Microfinance Week, AFI Global Policy Forum, regional conferences such as SAM (African Microfinance Week, SAM by ADA, Sanabel, Redcamif Central America, Uniglobal Global Microfinance Forum)
- Events based in Luxembourg and Europe related to financial inclusion
- Policy events with G-20 Global Partnership for Financial Inclusion (GPII) and the European Commission (EC)



- Impact investing fora in Switzerland, Netherlands, Luxembourg, Germany, France and UK
- Meetings on financial inclusion organized by its members and InFiNe, and held at its headquarters or members' premises in Luxembourg
- Workshops and conferences focused on financial inclusion of forcibly displaced people (e.g., those organized by GIZ)

### **WORKPLACE**

The position is based in Luxembourg, at the SPTF asbl offices, currently located in 39, rue Glesener, 1631 Luxembourg. The execution of responsibilities will require regular travel to mostly European meetings and conferences with investors in inclusive finance and impact investing, as well as occasional travel to international meetings of stakeholders in the Global South.

### **SUPERVISION**

The MD will report to the asbl Board of Directors, currently composed of SPTF Inc, Cerise and ADA as well as to the SPTF Executive Director, Laura Foose.

The MD will be employed by SPTF Europe asbl, a Luxembourg-based non-profit association (an *association sans but lucratif*, or "asbl").

The SPTF Inc Board of Directors oversees the operations of the asbl through determining its Members and its Board of Directors.

### **REQUIREMENTS**

The candidate for the position should have a minimum experience of 10 years in the inclusive finance and impact investment sector, in particular in investment activities, portfolio management as well as ESG and climate finance related topics.

International experience, especially in countries of the Global South, will be helpful to understand the specificities of the sector and its stakeholders.

Required languages are English (main working language) and French. Knowledge of Spanish, Luxembourgish and/or German are helpful considering the counterparties the MD will be meeting in the context of his responsibilities.

Personal characteristics important for a successful development of the position: excellent communication skills and relationship development, independence, team spirit, cultural flexibility and openness.

In addition, understanding the Luxembourg ecosystem of actors in inclusive / sustainable finance will be helpful to understand and contribute to the execution of the Luxembourg Development Strategy to reduce and, in the long run, completely eradicate extreme poverty by supporting sustainable development in economic, social and environmental terms.



### **EQUAL OPPORTUNITIES**

SPTF is committed to eliminate racism, sexism and forms of discrimination. SPTF will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, marital status, social or economic status, nationality or national origins, race, religious beliefs, or non beliefs, responsibility for dependants, sexuality, trade union membership or hours of work. It is required of all employees to uphold this policy in the course of their employment with SPTF and whilst undertaking their duties.

### **ABOUT CERISE+SPTF**

Cerise+SPTF is a joint venture between two of the global leaders in social and environmental performance management:

Founded in 2005, the **Social Performance Task Force, or SPTF**, developed, and regularly updates, the Universal Standards for Social and Environmental Performance Management (the Universal Standards). A membership organization, SPTF has more than 5,000 participating individuals from every region of the world.

**Cerise**, a French nonprofit created in 1998, pioneered the implementation of social performance management, working with committed microfinance institutions to launch the Social Performance Indicators initiative in 2001. As a social innovator, Cerise works with actors in inclusive finance, social business and impact investing to co-create social standards and social assessment tools that are free to all. Cerise also offers fee-based consultancy services to all types of impact-driven organizations, equipping them with the skills and tools they need to define and achieve their impact goals.

As the developers and champions of interdependent and complementary tools and products, Cerise and SPTF have worked closely together since the mid-2000s. In 2021, both organizations formalized their cooperation via a Memorandum of Understanding and now operate under a common strategic plan.