



## Project Manager

### Asia Investor Group on Climate Change

<b>Location:</b>	Major Asian financial centre, flexible depending on candidate's location*
<b>Employment:</b>	12-month, full-time contract
<b>Start date:</b>	Immediate start
<b>Remuneration:</b>	Subject to negotiation depending on experience
<b>Sector:</b>	Not for Profit
<b>Applications:</b>	Send expression of interest and resume to <a href="mailto:nathan@talentnation.com.au">nathan@talentnation.com.au</a> by Friday, 12 <sup>th</sup> March.

### About AIGCC

The Asia Investor Group on Climate Change (AIGCC) is an initiative to create awareness and encourage action among Asia's asset owners and financial institutions about the risks and opportunities associated with climate change and low carbon investing. AIGCC provides capacity for investors to share best practice and to collaborate on investment activity, credit analysis, risk management, engagement and policy.

With a strong international profile and significant network, including pension, sovereign wealth funds, insurance companies and fund managers, AIGCC represents the Asian investor perspective in the evolving global discussions on climate change and the transition to a greener and low carbon economy.

We collaborate with similar investor organisations on climate change in Australia/New Zealand (the Investor Group on Climate Change), Europe (the Institutional Investors Group on Climate Change) and North America (Ceres) and internationally (PRI, UNEP Financial Initiative) through the Investor Agenda.

### Role description & responsibilities

AIGCC has developed an initial set of three core training modules on climate change for investment analysts in Asia, focusing on the financial impacts of climate change and regulatory risks (the "why"), TCFD framework and reporting, and integrating climate risks and opportunities into investment strategy (the "how"). This training has been developed to meet investor demand for an updated, online training program to enable analysts and portfolio managers to begin applying climate risks and opportunities to portfolio analysis and company valuation. This role will be responsible for managing the delivery and rollout

of this program to suit existing member needs, while promoting the contents to a wider range of stakeholders in key markets for wider dissemination and uptake.

The project manager will be responsible for managing contractors for the maintenance, updating and translation of learning materials and conducting stakeholder outreach with investors, regulators, educational institutions and regional investor networks as appropriate to develop advanced modules to suit emerging needs. This will include coordinating meetings with a Project Advisory Committee to seek investor member feedback on course delivery and content development. The role will also contribute to global strategic projects and working groups in support of investor initiatives to drive the transition to zero carbon economies in key Asian markets including Japan, South Korea, China and others on a needs basis. The role reports to the Manager, Asia Policy and Projects, who is based in Tokyo, Japan.

Specific duties include:

- Develop and deliver a program of work including:
  - Course delivery and maintenance to members/non-members
  - Project Advisory Committee and member consultations on existing/new content and delivery
  - Content localization/adjustment/translation
  - Advanced module development e.g. TCFD integration for asset owners and asset managers
  - Scope and secure revenue streams for additional advanced module development
- Manage access to course materials on the online learning system, including identification of contractors to support further material maintenance and respond to user needs as they arise.
- Ensure course content is compatible with CFA Institute requirements for CPD points and liaise with relevant stakeholders relating to accreditation of course materials for professional development.
- Conduct stakeholder outreach and partnership development with investors, government bodies, green finance centres and sustainable finance associations across regional markets to enable the delivery of course contents to a wider audience, in close coordination with country-based AIGCC staff.
- Develop and oversee promotional collateral
- Contribute to systems for documenting and reporting on activities for partners/sponsors.
- Actively contribute subject matter expertise to the monthly AIGCC members meeting and other AIGCC working groups as appropriate to ensure coordination with other AIGCC initiatives as required
- Represent AIGCC via member working groups, at investor webinars or events as required.

### **Qualifications and experience**

- Degree in a relevant area - ideally finance, economics and/or environment.

- At least 5 years of work experience in project management, ESG, shareholder engagement, or corporate sustainability. Experience in working in or with financial services companies would be highly regarded.
- Strong organisational, project management, writing, verbal communication and interpersonal skills.
- Experience delivering high-quality projects and coordinating with partners and/or consultants to deliver a project outcome.
- Solid skills and experience in stakeholder outreach and partnership building, preferably with government, professional associations or global institutions.
- Fluency in an Asian language (Japanese, Chinese, Korean) preferred
- Ability to evaluate workload and prioritise projects in a fast-paced, demanding environment.
- Able to direct and manage multiple projects at the same time.
- Able to work well independently and as a team member.
- Comfortable working with different personalities and people.
- Desire to work in a mission-driven and non-profit environment.
- Solid knowledge and interest in the financial impacts of climate change as they relate to investment decision making and relevant frameworks and methodologies a plus.
- Experience in developing or delivering training materials and resources for a corporate audience, preferably using online learning platforms an advantage.
- A high level of credibility, integrity and a commitment to excellence in all deliverables.

### **Work arrangements and salary**

This is a full-time 12-month contract position with possibility for extension. This role is based in a major Asian financial centre, with additional regional travel as required when possible. Note: some of the global working groups require attendance at meetings and calls outside of standard business hours.

Working in an industry association is about working in a small environment where people's opinions are valued and listened to. We encourage open communication and transparency and promote a dynamic work environment.

### **Applying for the role**

Please send a concise expression of interest/cover letter and CV to [nathan@talentnation.com.au](mailto:nathan@talentnation.com.au).

*AIGCC is an Equal Opportunity Employer and will not discriminate against any individual based on race, colour, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.*