



Job Description

EXECUTIVE DIRECTOR, CHARLES DARWIN FOUNDATION

1. BASIC INFORMATION

TITLE:	Executive Director.
SUPERVISOR:	The Board, represented by the President.
SUPERVISING:	Three to five senior directors plus other junior staff, according to the needs of the institutional structure
BASED IN:	Research Station of the Charles Darwin Foundation (CDF), Santa Cruz Island, Galapagos, Ecuador
SALARY:	Commensurate with experience. Benefits included.
WEB:	www.darwinfoundation.org

2. BACKGROUND

The Charles Darwin Foundation for the Galapagos Islands (CDF) is an international non-profit research organization dedicated to providing scientific research, technical assistance and information to ensure conservation success in Galapagos. The CDF has responsibilities established by law and by agreement to provide the Government of Ecuador with advice to help ensure the conservation of Galapagos.

The CDF promotes for the conservation of Galapagos based on solid principles of ecosystem management. This requires cultivating a holistic understanding of the complex and dynamic Galapagos ecosystem. People are a vital part of this ecosystem and building long-term options for the inhabitants of Galapagos is critical for the effective management in the islands

CDF's mission is:

To provide knowledge and assistance through scientific research and complementary action to ensure the conservation of the environment and biodiversity in the Galapagos Archipelago

3. OBJECTIVE OF POST

To drive the operation and management of the Charles Darwin Foundation according to the decisions and resolutions of its General Assembly and the Board and its respective commissions and in doing so aiming to achieve the mission of the Foundation.

4. MAIN RESPONSIBILITIES

The Executive Director is responsible for all operations and administrative duties of the CDF. S/he executes the resolutions of the CDF Board and General Assembly and ensures the efficient daily operation of the institution.

Also, the Executive Director represents the CDF in front of the Government of Ecuador and other Ecuadorian and international institutions. The specific responsibilities of the Executive Director include the following:

4.1. REPRESENTING THE CDF AND BUILDING ALLIANCES

- 4.1.1. Representing the CDF as delegate of the Chairman of the Board to the Government of Ecuador.
- 4.1.2. Ensuring that the CDF is represented satisfactorily to Ecuadorian authorities and local, national and international organizations.
- 4.1.3. Signing contracts and agreements on behalf of the CDF.
- 4.1.4. Acting as the official spokesperson of the CDF and delegating others when needed.
- 4.1.5. Building alliances with strategic partners at local, national and international levels, with the aim to maximize the impact, contribution and support for CDF work.

4.2. LEADING IMPLEMENTATION OF THE STRATEGIC PLAN

- 4.2.1. Leading the implementation of the CDF Strategic Plan by ensuring effective implementation of research programs applied to conservation, promotion of basic science, providing technical assistance to the diverse institutions responsible for conservation and sustainable development in Galapagos, training, communications and fundraising, among others.
- 4.2.2. Being in regular contact with the clients of the CDF (authorities, civil society leaders and strategic partners) and organize periodic evaluations, with the aim to adapting the Strategic Plan to the needs of the Galapagos.
- 4.2.3. Leading the continuous strengthening of the CDF and its capacity to implement the Strategic Plan and to adapt to new challenges.
- 4.2.4. Cooperating with the Board and its respective committees on the development of policies needed for the effective operation of the institution.

4.3. ENSURING EFFECTIVE OPERATIONS OF THE CDF

- 4.3.1. Recruiting staff according to the policies and procedures determined by the Board and leading and supervising the executive team of the CDF.
- 4.3.2. Ensuring the effective and efficient management of the staff of the CDF.
- 4.3.3. Ensuring effective planning, follow-up and evaluation of the operations of the CDF measured against the Strategic Plan. The annual operation plan, annual budget and annual report are among tools to be presented for the approval of the Board and the General Assembly.
- 4.3.4. Ensuring good management of the financial resources of the institution and keep the accounting updated as well as ensuring other related information is available for the review of the Administration and Finance Committee, the Board and the General Assembly including organizing an independent annual audit.
- 4.3.5. Collaborating with the Finance and Administration Committee and the Board on the development of the administrative policies of the institution.
- 4.3.6. Ensuring that donor agencies receive the agreed technical and financial reports and all relevant feedback.

4.4. ENSURING THE FUNDRAISING NEEDED TO REACH THE OBJECTIVES OF THE CDF

- 4.4.1. In close coordination with the Board, ensuring the development and implementation of a fundraising strategy.
- 4.4.2. Leading the development of collaboration with mid-sized and major donors to provide a sound financial base for the CDF.
- 4.4.3. Leading, in consultation with the Finance and Administration Committee, the development of appropriate and efficient mechanisms to generate earned income for the institution, for example through branded products and selling services.
- 4.4.4. Promoting good collaboration and coordination with the Friends of the Galapagos Organizations, the Galapagos National Park Service and other key allies in the search for funds for the CDF.
- 4.4.5. Ensuring the development of an institutional image that contributes to CDF credibility and facilitates fundraising.

4.5. CONTRIBUTING TO GOOD GOVERNANCE IN THE CDF

- 4.5.1. Supervising a communication system with the members of the CDF, with the aim of maximizing their contribution to the mission of the organization.
- 4.5.2. Making recommendations to the Board and its respective commissions on actions or changes that could strengthen the relations between the different departments of the CDF to improve governance of the institution.

5. REQUIREMENTS

The Executive Director must have the experience and leadership needed to drive a multicultural scientific organization, to enhance its relevance and impact on the conservation of the Galapagos and to improve its financial base. S/he must have the capacity to make good contacts with local, national and international bodies, as well as to understand the complex challenges of conservation in a rapid changing political and social environment. S/he must be ready to live in a relatively isolated location.

Academic Qualifications: The academic qualifications must include an advanced degree in natural or social sciences, management of natural resources or any associated discipline.

Professional experience and other qualifications:

- At least 10 years of professional experience.
- Experience in conservation or development programs that use scientific information, preferably involving direct collaboration with scientists.
- Excellent communication skills with stakeholders at all levels: local, national and international.
- Ideally a successful track record in fundraising.
- Excellent proven and extensive administrative experience.
- Proven ability as a manager and administrator of an organization of similar scale, preferably non profit and international.
- Aptitude to multicultural collaboration working in teams and team building.
- Fluent in Spanish and English.

6. APPLICATION PROCEDURE

To apply for the post please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in strict confidence by email only to: recruitment@darylupsall.com. Please ensure that they are sent as MS Word documents with the *titles* "your name cover letter" and "your name CV" Please put "EXECUTIVE DIRECTOR CDF" in the email subject line.

Deadline for application is: Friday 6 June 2008

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