

TERMS OF REFERENCE
EXECUTIVE DIRECTOR
of the
SAINT LUCIA NATIONAL CONSERVATION FUND

1. Introduction

Established in 2015, the **SAINT LUCIA NATIONAL CONSERVATION FUND** (the “Fund”) is a Not For Profit Company formed under the Companies Act of Saint Lucia, (Chapter 13.01). This Fund is intended to provide a sustainable flow of funds to support the long-term management and expansion of Saint Lucia National System of Protected Areas and other activities that contribute substantially to the conservation, protection and maintenance of biodiversity in Saint Lucia.

The Fund will be supported in part by the Caribbean Biodiversity Fund (CBF) which will generate annual funding from investment returns which will be channeled through the Fund. The design of the Fund is sufficiently flexible to permit windows for future funding streams.

The Fund will administer a grant-making program with the funds available to it from various sources to support priority conservation in Saint Lucia, specifically those projects that support the long-term management and expansion of Saint Lucia’s areas of land and/or sea which are specifically dedicated to the sustainable use of resources, protection and maintenance of biological diversity and natural resources and other activities that contribute substantially to the conservation, protection and maintenance of biodiversity as identified after consultations with stakeholders.

2. General

The Executive Director will be responsible for helping to transform the Fund into a fully operational grant-making institution. This process will be initially supported by an existing project funded by the Global Environmental Facility (GEF)/World Bank (WB), the “Sustainable Financing and Management of Eastern Caribbean Marine Ecosystems” Project, which is being implemented by The Nature Conservancy (TNC) on behalf of the participating Eastern Caribbean countries. The process of operationalizing the Fund will be done in close collaboration with the WB, TNC, the CBF, and partners in Saint Lucia.

The Executive Director of the Fund will be responsible for leading both the ongoing development of the Fund as well as its daily operations, including the mobilisation of additional funds to support operations, administration, and programmatic goals.

1. The Executive Director shall be responsible for the general and active management of the affairs of the Fund, subject to the supervision and control of the Fund's Board of Directors (the "Board"). The Executive Director shall be based in Castries or any other place as directed by the Board, and shall have the specific duties set forth herein and in the Fund's bylaws, and such other duties as the Board may from time to time prescribe.
2. Report to the Board and participate in Board Meetings. The Executive Director is responsible for reporting to the Board on the activities of the Fund and participating in its meetings from time to time as requested by the Board. To the extent requested by the Board, the Executive Director shall ensure that appropriate staff members are available to assist at Board meetings.
3. Report to the Chairperson of the Board. The Executive Director is responsible for promptly, regularly and fully informing the Chairperson of the Board about the current affairs, activities and finances of the Fund, and for obtaining the Chairperson's advice and approval in all cases where this may be required by the Articles, Bylaws or Operational Manual.
4. Authority to sign and manage contracts. The Executive Director generally prepares or causes to be prepared and signs contracts, leases, tax returns, grant agreements, applications for permits and registrations, and all other written documents on behalf of the Fund, subject to approvals by the Board.
5. Liaise with *inter alia*, Governmental organisations, local communities, NGOs, businesses, donors, and media. The Executive Director, under the guidance of the Board, generally represents and promotes the Fund's interests in day-to-day dealings and on-going liaison with representatives of the government; national and international non-governmental organizations; national and international businesses that impact biodiversity or are potential donors to the Fund; multilateral and bilateral international donor agencies; foundations and individuals who are potential donors to the Fund; local and international scientific and educational institutions/associations/individuals; regional institutions; and local and international media.
6. Fundraising. The Executive Director collaborates with members of the Board to plan and execute a strategy for capitalizing the Fund, which may include the promotion and advancement of one or more sustainable revenue generation mechanisms developed under the "Sustainable Financing and Management of Eastern Caribbean Marine Ecosystems" Project, and/or traditional fundraising

- activities. A significant amount of the Executive Director's time, particularly in the first three years of the Fund's existence, should be dedicated to strategies which will bring additional capital needed to finance the operations and programmatic activities of the Fund. The Executive Director shall research and identify potential donors, meet with and make presentations to potential donors, prepare grant applications to potential donors and negotiate the terms of grant agreements with donors, and prepare reports to donors and resolve any issues raised by donors.
7. Preparation of plans, strategies, budgets and requests for proposals (RFPs): The Executive Director, in collaboration with Fund Staff, is responsible for the development and implementation of long-term strategic plans, annual operating plans, internal operations manuals and policies, and annual budgets, for approval by the Board.
 8. Coordination with other initiatives. The Executive Director interacts with other donor-funded initiatives and government initiatives in order to coordinate efforts, achieve greater efficiencies and synergies, access additional potential sources of funding, and raise awareness of any potential negative impacts on biodiversity that could result from proposed or current donor-funded, government-funded and private-sector-funded initiatives.
 9. Hiring and Supervision of Staff. The Executive Director generally hires the other staff of the Fund based on Board-approved budgets and authorisation, supervises the preparation of work-plans for such other staff, the proper performance of their duties, evaluates and (if necessary) terminates staff.
 10. Maintaining financial records and accounts. The Executive Director ensures the proper preparation and maintenance of financial records and accounts of the Fund, either directly or by supervising other officers and staff who may be charged with that responsibility.
 11. Administration, Monitoring and Evaluation of Grants: The Executive Director is responsible for:
 - i. Preparing protocols, policies and guidelines for the use of Grant Funds and which have to be approved by the Board;
 - ii. Sensitising and educating possible grantees to (i) above;
 - iii. Coordinating the call for proposals and the review and selection of appropriate proposals;
 - iv. Administering Board-approved transfers of funds to beneficiaries;
 - v. Monitoring all grants to ensure that activities are being carried out as stipulated in the contract between the Fund and the beneficiary; and

- vi. Ensuring that beneficiaries submit financial, technical reports and other reports as stipulated by the Fund.
12. Liaising with the CBF and, under the guidance of the Board, resolving any issues involving the Fund's failure to perform as agreed or failure to report in a proper and timely manner as required by the CBF.

Specific Tasks for Year One(1) will relate to Operationalisation of the Fund and will include:

- i. In collaboration with the Board, preparation of annual Work Plan for the Fund
- ii. In collaboration with the Board, explore and secure, as far as possible, at least one (1) sustainable financing mechanism for the Fund

3. Qualifications:

All candidates for Executive Director must provide evidence of the following skills and abilities:

1. A master's degree or higher in the fields of environmental management, conservation, natural resources management, business administration, public administration or any other related field from a recognised university.
2. Minimum of 7 years, with at least 5 years of experience at senior management level.
3. Demonstrated skill, experience and success in marketing and fundraising with an emphasis on raising funds from regional and international donor agencies, foundations, and corporations.
4. Excellent interpersonal and communications skills, and experience working with groups and organizations, governmental and non-governmental. Experience in working with international aid and development agencies, foundations and corporations will be of the greatest importance.
5. Be a highly energetic, self-starting, entrepreneurial and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly.
6. Exemplary verbal and written skills in English.
7. Demonstrated organizational and management experience in administering staff, developing and implementing a detailed budget and other resources.
8. Experience working with and reporting to a Board of Directors, interacting with Board members and submitting memoranda and reports thereto.

9. Familiarity (or the ability to quickly achieve familiarity) with biodiversity conservation issues and protected area management activities.
10. Be proficient in Microsoft Office Suite of applications.

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4. Remuneration Package

Compensation will be commensurate with qualifications and experience.

Please submit CV and expression of interest by March 31st 2017

Dr. Vasantha Chase

c/o Saint Lucia National Trust

Pigeon Island National Landmark

drschase@gmail.com