

Job Description
EXECUTIVE DIRECTOR

Phoenix Island Protected Area Conservation Trust

- Position Title:** Executive Director
- Status:** Full time, two-year contract (with possible extension)
- Reports to:** Phoenix Island Protected Area Conservation Trust Board of Directors
- Location:** Tarawa, Kiribati
- Travel Required:** up to 50%

About the PIPA Trust

The Phoenix Island Protected Area Conservation Trust (the “PIPA Trust”) was legally established in 2009 as a corporate body under the laws of Kiribati. Its primary activity is to utilize its assets to provide support for (a) administration and operation of the PIPA Trust; (b) management of the Phoenix Islands Protected Area; and (c) ensuring that exploitation of the resources of the Phoenix Islands Protected Area remains limited or prohibited. The Phoenix Islands Protected Area (“PIPA”) encompasses 408,250 square kilometers of marine and atoll habitat- currently the largest marine protected area (MPA) in the Pacific.

About the Position

The PIPA Trust seeks the services of an Executive Director to manage its operations from its headquarters in Tarawa, Kiribati. A significant amount of the Executive Director’s time during the first three years will be devoted to fundraising. The PIPA Trust seeks to raise \$25 million USD for its endowment, with an interim target of \$13.5 million of that by the end of 2014. The Executive Director will prepare a fundraising strategy, identify and meet with potential donors, develop proposals to potential donors, negotiate the terms of grant agreements with donors, and travel globally in connection with fundraising efforts.

In addition, the Executive Director will be responsible for the overall management of the PIPA Trust, subject to the supervision and control of its Board of Directors, which currently consists of representatives of the Government of Kiribati, Conservation International and New England Aquarium. The Executive Director will represent and promote the PIPA Trust’s interests in dealings with the Government of Kiribati; local and international conservation NGOs; local and international businesses that impact biodiversity or are potential donors; multilateral and bilateral international donor agencies; and local and international media. The Executive Director will be responsible for the development and implementation of long-term strategic plans, annual operating plans, internal operations manuals and policies, and annual budgets for consideration and approval by the PIPA Trust’s Board.

The Executive Director will be hired by the PIPA Trust for an initial two-year appointment, subject to renewal on the basis of job performance. Additional staff will be hired as the PIPA Trust's endowment grows larger.

Job Qualifications:

1. An undergraduate degree from a recognized university is required, and in addition, an MBA or MS in Resource Management, Environmental Science or Policy graduate degree is preferred.
2. Demonstrated skill, experience and success in marketing and fundraising with an emphasis on raising funds from multilateral and bilateral aid agencies, foundations, and corporations.
3. Familiarity with biodiversity conservation issues and protected area management activities with a preference for candidates with specific experience in marine settings.
4. Excellent interpersonal and communications skills, and the ability to work with groups and organizations both within and outside Kiribati. 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. Fluency in I-Kiribati or willingness to become conversant in I-Kiribati beneficial.
7. Familiarity with the Pacific Islands region.
8. An ability and willingness to travel internationally on a regular basis.
9. Demonstrated organizational and management experience in administering staff, developing and implementing a detailed budget and other resources.
10. Experience working with and reporting to a Board of Directors, interacting with Board members and submitting memoranda and reports thereto.

Application:

Interested applicants are requested to send a cover letter and CV in electronic form to Regen Jamieson at rjamieson@neaq.org.