

YOUR CALL FROM PONT

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Foto: Norbert Guthrie

THE PRESPA OHRID NATURE TRUST
IS SEARCHING FOR AN

Executive Director

Full-time position. Apply by May 6, 2016.
EXTENDED Deadline.

LOCATION: Albania with frequent travel to Germany,
Greece and FYR Macedonia

REPORTS TO: Supervisory Board President

SALARY: Competitive

CONTRACT: Permanent, full time

CLOSING DATE: May 6, 2016. Application Deadline Extended!

IDEAL START DATE: July – September, 2016

PONT is a conservation trust fund established in 2015 under German law, and is seeking the services of an Executive Director (ED) to drive the set-up phase of the fund, and then to ensure its smooth operation over time. PONT will be active in the wider transboundary Prespa region at the crossroads of Greece, Albania and the FYR of Macedonia, a mountainous wetland region that houses unique biodiversity.

The position is expected to be based in Albania. Tirana, Albania's capital and home to a number of international organizations, is the most likely option, but consideration could also be given to a location in the Prespa area. During a brief induction period in Frankfurt, the ED will help to establish PONT's German office, learn about conservation trust fund management, and get to know PONT's European stakeholders.

THE POSITION

PONT is in effect a start-up. Working under the supervision of an active and experienced board, the ED will be responsible for creating the structure of and leading a small non-profit organization with a staff initially consisting of two or three people.

KEY RESPONSIBILITIES:

- Creating and implementing strategies in order to pursue the PONT mission and objectives
- Developing PONT's grants programme and proposing an allocation of PONT funds in accordance with its mission and objectives
- Representing and promoting PONT to third parties, beneficiaries and stakeholders, including the three national governments
- Donor relations and creating and implementing a fundraising strategy
- Managing the day-to-day operations of PONT, including: recruiting and managing staff, consultants and external associates; working with investment professionals and PONT's investment committee to ensure proper investment of PONT funds in accordance with the PONT investment policy; reporting to and maintaining contacts with the German Charity Commission and donors; and fulfilling all formal and legal duties as a grant-making organization and employer
- Reporting regularly to the supervisory board's president, participating in at least semi-annual supervisory board meetings and ensuring that the supervisory board is provided with all information necessary to guide its decision-making

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IDEAL CANDIDATE PROFILE

Qualifications: All candidates for the ED position must have:

- A university degree (an MBA or other advanced degree in economics, law or international affairs and/or a background in environmental studies would be advantageous)
- At least 10 years' management experience that includes experience in budget management and in formulating objectives, standards and procedures
- Fluency in written and spoken English and first class writing skills
- A willingness to travel extensively

Previous experience with international aid or development agencies, or with foundations or grant making institutions would be an asset, as would finance or investment experience. Knowledge of the languages of the three countries sharing the Prespa basin and/or German would be an advantage, but is not a requirement.

Skills and qualities: The PONT Executive Director will:

- be able to provide leadership to a diverse group of people and work across cultures, to work at the big-picture level and see processes through to completion
- have excellent interpersonal and communications skills; superior negotiation, persuasion and advocacy skills; and a proven ability to interact with tact and diplomacy
- be entrepreneurial and able to work independently and flexibly, and to take on multiple and varied tasks from the strategic and operational to the administrative
- have a passion for nature and conservation

HOW TO APPLY

PONT invites eligible candidates to express their interest by submitting the following:

- Curriculum Vitae
- A cover letter stating the reasons why you are interested in this role and what is the value you will bring to PONT.
- List of 3 references

Expressions of interest should be submitted electronically, in English, with all the material in a single document, to Michael Brombacher, brombacher@zgf.de (Frankfurt Zoological Society handles the recruitment process on behalf of the PONT partners).

The deadline for this position has been extended until the 6th of May 2016. A shortlist of qualified candidates will be formally invited for interview in early May 2016.

For further information see also:

<http://www.wwf.gr/en/areas/360-projects/pont>