



P.O. Box 649 Majuro, MH 96960 | (692) 456-3075
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Executive Director

For over 14 years the **Marshall Islands Conservation Society** (MICS) has been dedicated to building awareness, support and capacity for sustainable use of resources, conservation and protection of biodiversity through the Reimaanlok process and Micronesia Challenge commitment.

The MICS is seeking a self-driven, accountable, creative problem solver to serve as Executive Director. The Executive Director must be dedicated to sustaining and enhancing the MICS' growth and prosperity by actively developing opportunities that bring new methodologies, technologies and skills to the RMI to address locally and nationally identified gaps. The Executive Director ensures the financial and sustainability of the MICS as well as builds the capacity of their co-workers and staff. The Executive Director must be an adaptive and collaborative individual able to strengthen relationships with all partners, donors, and board members.

This position reports to the MICS Board of Directors.

1. *Financial Performance and Viability*
 - a. Responsible for grant writing, fundraising, and developing other revenues necessary to support the MICS' long-term sustainability
 - b. Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
 - c. Responsible for the transparency, accountability, and integrity of the MICS' fiscal obligations; lead submission of reports to donors which accurately reflect the financial condition of the organization
2. *Organization Mission and Strategy*
 - a. Lead / Update MICS Strategic Plan (long term vision based on local needs)
 - b. Develop new projects and partnerships that reflect the MICS' mission, addresses nationally identified gaps/priorities, and raises the profile of the MICS' portfolio
 - c. Establish and maintain relationships with the MICS' network and utilize those relationships to strategically enhance the MICS' Mission
 - d. Craft and disseminate annual report on MICS performance to donors, partners, and the board of directors
3. *Organization Operations*
 - a. Oversee the daily operations of the organization, providing executive direction of all program strategy, compliance, quality assurance, and program efficiency
 - b. Identify and implement staffing requirements for efficient operations, maintaining a strong culture and work climate that attracts and retains staff, and drives the organization's mission
4. *Performance management*
 - a. Establish and communicate employee workplans
 - b. Supervise personnel performance towards set goals, tasks (timesheets, contract review)
 - c. Lead regular team meetings
 - d. Recruit, hire, and terminate staff as needed
 - e. Seek and identify professional development training (grant writing, project management)

The Executive Director will be based Majuro Atoll. Occasional domestic travel to outer islands and international travel to workshops, trainings and conferences may be required.

Minimum Qualifications

- Minimum Bachelor's degree in related field, *Master's degree in a related field preferred*
- 2 - 5 years or more of project management experience
- Proven understanding of funding community and success in generating funding streams
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors
- Demonstrated ability to oversee and collaborate with staff
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers
- Solid organizational abilities, including planning, delegating, program development and task facilitation
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Strong written and oral communication skills
- Respect for and understanding of RMI cultural and political context
- Transparent and high integrity leadership

Position Benefits

As a community oriented not-for-profit organization, the position comes with a competitive salary. However, if income is your primary goal, MICS is not a good fit for you. The MICS aims to offer the best benefits possible including:

- Salary based on experience, negotiable (\$26,000 - \$32,000)
- Housing and repatriation (international applicants only)
- Basic Health Insurance
- Flexible work schedule
- 30 days paid time off inclusive of National holidays
- Opportunities for professional development

The MICS is looking for an individual that can commit to a minimum of 2 years. A three-month probation period is required to determine the candidate suitability for the position.

How to Apply:

A completed application package consisting of a cover letter (one page), Resume highlighting the required education and experience, and the names and contact details of at least 2 references, submitted electronically to **martin@atollconservation.org**.

Please note, this job posting will be open until the position is filled. **The first cycle of applications is due at 5pm Monday March 23rd, 2020 (RMI Time)**. National and International applicants are encouraged to apply.