Bhutan Trust Fund for Environmental Conservation

Terms of Reference for the Director

Bhutan Trust Fund for Environmental Conservation (BTF) is an independent grant making organization, mandated by Royal Charter of 1996 “For the promotion of social welfare through environmental conservation of the forests, flora, fauna, wildlife, diverse ecosystems and biodiversity in Bhutan.” BTF is a globally pioneering organization concerned with the environmental health of Bhutan, and sustainability of program interventions. It is governed by a Management Board, and its operations are managed by a small, full-time secretariat.

The Management Board seeks a highly qualified and committed Bhutanese individual to serve as the Director. Under the Board’s guidance, the Director will oversee the strategic direction and management of BTF. The Director will ensure that BTF’s goals, strategies, and activities are grounded in conservation science and sound business management to enhance the cost-effectiveness of field efforts; work with relevant national and international experts to better link policy initiatives with biodiversity conservation, serve as a spokesperson for BTF; and liaise with academia, government, media, other organizations, and the general public.

I. Job Description:

1. As empowered by the Board, in fulfillment of the Royal Charter and in accordance with the Operations Manual, be responsible for managing the environmental conservation grants portfolio, administering the secretariat, and overseeing the financial endowment;

2. Oversee preparation of a five-year strategic plan to guide annual grant-making operations, in consultation with conservation stakeholders in government, civil society, and rural communities, for Board approval;

3. Review all incoming proposals in program area, program review meetings, and proposals on related subjects that fall under BTF’s funding mandates;

4. Utilize technical and analytical skills to provide technical assistance to projects, and provide leadership in development of initiatives to ensure that BTF grants yield useful information and lessons learned;

5. Monitor, analyze, and evaluate regularly and systematically the performance of all activities in accomplishing program and organization objectives and report these results to the Management Board and eventually the general public;

6. Monitor new technical information, policy developments, issues, and trends related to national biodiversity conservation and recommend programmatic responses. The Director should also be able to conduct field research, publish articles in professional journals and/or participate in associations to maintain a professional profile in the field;

7. Enhance the financial endowment’s growth through new annual contributions, inclusive of direct capital contributions or project co-financing, with a target to be determined by the Board, based on which the Board will also determine corresponding performance incentives.
Annual fundraising targets will not include revenues from investment of the endowment;

8. Prepare or review all information regarding BTF’s programs through preparation of brochures, periodic reports, articles, presentations at symposia and arranging special seminars;

9. Maintain contact with the media, academia, international conservation groups, donors, and government agencies. Participate in at least two major symposia or conferences per year; deliver lectures, seminars or speeches each year;

II. Working Relationships:

10. The Director will report directly to the Management Board, and update members regularly on the BTF’s programs and field progress, annual grants and operating budgets, and advise members on pertinent conservation issues in the country;

11. Directly oversee administration of BTF secretariat and all program personnel, including program, finance and administration staff, support staff, and consultants. Outline job requirements and other expectations, and annually evaluate performances in writing.

12. Interact frequently with government, non-government, and international conservation and development agencies in the country to advise, plan, and help design collaborative or interactive projects and ensure projects are based on sound conservation science;

13. Interact regularly with members of the scientific community (national and international) and develop and maintain contacts with international conservation, development and donor organizations and encourage participation in BTF program activities.

III. Qualifications and Experience:

14. Requires a PhD or Masters degree from a globally reputed university, in biological conservation, natural resources management, environmental management, international development, or business management. Candidate should have at least thirteen years practical work experience (with a Masters degree), or seven years (with a PhD), preferably with at least five years in a senior managerial position;

15. A significant reputation and relevant experience at the interface of conservation and development in the context of Bhutan;

16. Demonstrated personal integrity, thorough understanding of organizational management, strategic planning, and fund raising, is required. Administrative experience in project management, budgeting and oversight, is desirable.

IV. Skills and abilities:

17. Must have ability to translate objectives and results among different groups, including social scientists, natural scientists, business people, rural communities, and others. Demonstrated capability to work and communicate with both scientists and non-scientists;
18. Posses a vision for how the goals of conservation of biodiversity and development can be integrated;

19. Maintain high degree of creativity and tolerance for field work under difficult conditions; and

20. Posses strong skills in leadership and management, communication (written and oral), analysis, and cross-cultural sensitivity.

V. Compensation:

21. As part of BTF’s Management Team, along with the Chief Financial Officer and Senior Program Officer, the position of Director is to be filled on contract for five years, renewable by mutual consent with the Management Board;

22. A candidate may be eligible for one of three starting monthly salaries as per his/her minimum qualification and minimum experience:

<table>
<thead>
<tr>
<th>Level</th>
<th>Minimum qualification</th>
<th>Minimum experience</th>
<th>Starting monthly pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>PhD/Masters/MBA</td>
<td>11 years / 17 years</td>
<td>Nu. 57,900</td>
</tr>
<tr>
<td>II</td>
<td>PhD/Masters/MBA</td>
<td>9 years / 15 years</td>
<td>Nu. 50,040</td>
</tr>
<tr>
<td>III</td>
<td>PhD/Masters/MBA</td>
<td>7 years / 13 years</td>
<td>Nu. 43,200</td>
</tr>
</tbody>
</table>

23. Highly attractive benefits.