

## WWF CHILE POSITION DESCRIPTION

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| <b>Position Title</b> | <b>:</b> | <b>Conservation Director</b>  |
| <b>Reports to</b>     | <b>:</b> | <b>Country Representative</b> |
| <b>Location</b>       | <b>:</b> | <b>Valdivia, Chile</b>        |
| <b>Date</b>           | <b>:</b> | <b>June 18, 2012</b>          |

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### **I Major Functions:**

The Conservation Director leads the effective planning, development, implementation, management, monitoring and evaluation of the WWF Chile Conservation Program ensuring effective and timely conservation outcomes. He is responsible for overall program development and ensuring adequate fundraising and financing of the Conservation Program and a strong team of staff to deliver outcomes. Under the instructions of the Country Rep (CR), he will represent for WWF Chile on all relevant national, regional and international dialogue to ensure a strong profile of the WWF Chile conservation program. As a member of the senior management team, responsible for providing strategic input for WWF Chile's conservation programs from planning to implementation and support the Country Representative in effective fundraising and delivering a professional, effective and impact-driven organization valued by the WWF network and its partners.

### **II Major Duties and Responsibilities:**

#### **1. Program Implementation & Monitoring**

- Develop or provides leadership to ensure timely delivery of the overall WWF Chile conservation plan targets and outcomes as specified in the Ecoregional Action Plans and WWF Chile Strategic Plan (3.0 FY12), in line with WWF's Global Program Framework.
- Pro-actively promotes the activities, plans and program of the WWF Chile both internally and externally. Specifically responsible for ensuring WWF network outreach is effective, and that WWF Chile priorities and resource needs are incorporated into the objectives and budgets of key WWF donor offices and initiatives.
- With the CR and Planning department, participates in the development and review of long term country plans or projects and identifies priority conservation needs and opportunities in the country. Drives an integration of programmatic and policy approaches across all aspects of conservation work carried out nationally with particular attention to WWF's priority areas of work.
- Monitor, analyze, and evaluate regularly the performance of program/project development and fundraising programs, plans, and policies against budget objectives and organizational goals. Formulate and implement changes in existing strategies and programs to maximize short- and long-term fundraising partnerships and revenue.
- Performs on-site inspections in program areas to evaluate specific projects and overall program progress. Provides technical advice and implementation assistance as when necessary. Prepares and submits to the CR, field reports on each trip, assessing the effectiveness of the projects and suggesting methods for improved performance.

## **2. Program Development**

- End responsible of program fundraising, but provides specific guidance to WWF Chile's program/ project development and fundraising staff to achieve annual and multi-year revenue goals in support of the strategic plan's goals, and objectives. Responsible for guiding development of strategies to increase donor base to support accelerated revenue growth.
- Supervises and guide the Program Officers to undertake and coordinate targeted donor liaison, partnership building and proposal development towards increasing the overall program resourcing.
- Oversees the development of quality proposals in coordination with the Program Officers in response to call for proposals by GAAs, Corporations and Foundations. Oversee the development of concept notes in support of the goals and objectives of strategic plan and maximizes opportunities for potential funding. Identifies, cultivates and solicits high-capacity major donors. Develops and implements innovative fundraising strategies and tools.

## **3. Institutional Partnership Development**

- In coordination with CR, develops institutional partnerships that are critical for taking the program forward. Functions as a link with Home Office to get such partnerships endorsed by them. Helps WWF Chile maintain congenial business relationship with all these organizations.
- Maintains close strategic working relationships within the network, and in particular with key partner offices. Further builds close working relationships with new potential partner offices around the network.
- Establishes and maintains strong working relationships with project stakeholders, beneficiaries, government agencies, NGOs, academic institutions and relevant institutions. Represents WWF Chile in high level meetings at the national, regional and international levels as and when appropriate.
- Work in close coordination with the Communication Officer to strategically present WWF in Chile.

## **4. Supporting Role to Country Representative**

- Keeps abreast of new technical information, national policy developments, issues and trends and advises the CR accordingly. Assists the CR in the development of the WWF Chile program plan and budget and the overall management of the office. Deputizes the CR and performs all management responsibilities in the absence of the Country Representative.
- Keeps abreast of emerging issues concerning biodiversity conservation and provides to the CR and the organization, insights and advice on global and regional trends and new issues as appropriate.

## **5. Leading a Team**

- Builds a high performing, strong and united conservation team, facilitating good communication, collaboration, and sharing of lessons learned amongst them;

- Empower the Program Officers to implement their programs by creating the appropriate internal enabling environment and providing overall technical support, direction and leadership.
- Manages the conservation program team and continues to build the capacity of the staff in program development, management and implementation, with special focus on human capacities in terms of relation and behaviour, to build a visible and sustainable organization as indicated in the WWF staff retreat as priority needs.

## **6. Budget and Administration Facilitation**

- Reviews annual program budget and ensures that funds are correctly allocated and spend effectively and in time and as planned. Responsible and accountable for overall program budget status. Functions as Technical Director for all major grants with the government.
- Approves authorizations of payments to Grantees based on recommendations of the Grant Administrator and the relevant Technical Officer, project agreements, approved budgets and funding needs. Coordinates the monitoring of grantees delivery of conservation results according to the terms of their respective agreements, and their compliance with WWF Regulations on allowable costs.
- Reviews all contract outs according to the conservation plan target.

## **7. Other Duties**

- This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

## **KEY DELIVERABLES:**

1. A well planned, organized and executed conservation program and well magnified conservation outputs achieved through co-operation with other departments of WWF Chile.
2. Adequately funded projects and programs.
3. Generation of new conservation ideas and concepts for enhanced program effectiveness.
4. Increased partnership development with new conservation partners on board.
5. Good teamwork and high motivation of staff and conflicts managed and resolved well.

## **III Minimum Work Requirements:**

### **Qualifications:**

- a. Advanced degree (Masters) in relevant discipline such as wildlife conservation, ecology, environmental policy, or natural resources management;

### **Experience:**

- a. At least 10 years of relevant professional experience in conservation, environment and development or policy work, including demonstrated experience managing large complex programs, staff and budgets;
- b. Proven experience as an effective spokesperson and conservation strategist;
- c. Experience working with governments, corporate sector, aid agencies, civil society, and NGOs; donor relation management, fundraising.

**Required Skills and Competencies:**

- Demonstrated ability in development, management and delivery of large-scale programs, in particular, effective management of large budgets, strategic plans and program teams.
- Demonstrated ability to raise large funding for programs with diverse funding partners.
- Excellent knowledge of the global and regional conservation arena, key players, and policy processes.
- Demonstrated ability in leading both field and office-based teams.
- Demonstrated ability to enter into complex policy, program and funding partnerships with a range of stakeholders and actors.
- Demonstrated ability in policy advocacy on sustainable resource management or conservation issues at national and preferably at a regional level.
- Excellent communication skills, fluency in both written and spoken English.
- Ability to lead performance management of direct reports.
- Strong commitment to conservation and development issues and ability to cope with varied workloads.
- Strong commitment to task, ability to cope with varied workload and flexible working hours, frequent traveling (around 33% of the time), and to work independently, but also as part of a team.
- Adheres to WWF's values, which are: *Result, Integrity and Respect*

**IV. Supervisory Responsibility:** Directly supervises Program Officers.

**V. Working Relationships:**

- a. **Internal** - Engage with and build on existing relationships within the WWF network. In particular works closely with the WWF US and coordinate with relevant WWF Network Initiative leaders and teams, with regional and international teams, as well as with partner NGOs and their affiliates. Works closely and effectively with the Representative and Senior Management Team, with the conservation program Coordinators and their teams.
- b. **External** - Establish and maintain relationships with relevant government departments, WWF network offices, aid agencies as well as environmental and development oriented I/NGOs as appropriate. Responsible for developing and maintaining regular contact with national conservation experts on target issues. Relationships must also be built and maintained with international organizations of relevance.

**Salary:** Commensurate with experience and responsibilities.

**How to apply:** Please send a resume (maximum 3 pages) and a cover letter to [contacto@wwf.cl](mailto:contacto@wwf.cl) by 1 July of 2012. The cover letter should describe personal and professional reasons for applying, and explain the relationship between the candidate's experience and the position requirements and activities.

**Please note:** WWF Chile not respond to individual telephone or mail inquiries about this employment opportunity.