



TERMS OF REFERENCE CHIEF EXECUTIVE OFFICER (CEO)

1. Introduction

The Grenada Sustainable Development Trust Fund (GSDTF) is a nonprofit public-interest entity (hereinafter, the “Fund”) established pursuant to the Companies Act, CAP 58A Laws of Grenada. The Fund is intended to provide long term and reliable funding to support the management of the country’s marine and terrestrial resources, with special emphasis on marine ecosystems.

The Fund will be supported in part by the Caribbean Biodiversity Fund (CBF), which will provide annual funding to the Fund from investment returns. Ultimately, it is intended that the Fund will receive funding from additional funding sources.

The Fund will operate as a financing institution and award grants to government agencies, NGOs and other qualifying entities for priority marine resource management projects in Grenada, including projects to support sustainable fisheries, sustainable tourism, livelihoods, and various other sustainable initiatives.

2. General

The Chief Executive Officer (“CEO”) will be responsible for helping to transform the Fund into a fully operational grant-making institution. The process of operationalizing the Fund will be done in close collaboration with The Nature Conservancy (TNC), the CBF, and partners in Grenada.

The CEO of the Fund will be responsible for leading both the ongoing development of the Fund as well as its daily operations, including the mobilization of additional funds to support operations, administration, and programmatic goals. The CEO will strengthen performance management by tracking key performance indicators across the organization and maintain a positive work environment that facilitates collaboration and information sharing.

Specific Tasks for Year One (1) will relate to Operationalization of the Fund and will include:

- i. Establishment of the Fund Office
- ii. Drafting of Planning and Policy Procedures
- iii. In collaboration with the Board, preparation of annual Work Plan for the Fund
- iv. Establishment of a clear vision to provide unity and focus within the Fund

Operational Management

1. The CEO shall be responsible for the general and active management of the affairs of the Fund, subject to the supervision and control of the Fund Board (the “Board”). The CEO shall be based in Grenada and shall have the specific duties set forth herein and in the Fund’s bylaws, and such other duties as the Board may from time to time prescribe.
2. Authority to sign and manage contracts. The CEO generally prepares or causes to be prepared and signs contracts, leases, tax returns, grant agreements, applications for permits and registrations, and all other written documents on behalf of the Fund, subject to approvals by the Board.
3. Hiring and Supervision of Staff. The CEO generally hires the other staff of the Fund based on Board-approved budgets and authorization, supervises the preparation of work-plans for such other staff, the proper performance of their duties, evaluates and (if necessary) terminates staff.
4. Preparation of plans, strategies, budgets and requests for proposals (RFPs). The CEO, is responsible for the development and implementation of long-term strategic plans, annual operating plans, internal operations manuals and policies, and annual budgets, for approval by the Board.

Support to the Board

5. Maintain structure by sending out notices, providing agenda and coordinating meetings.
6. Report to the Board and participate in Board Meetings. The CEO is responsible for reporting to the Board on the activities of the Fund and participating in its meetings from time to time as requested by the Board. To the extent requested by the Board, the CEO shall ensure that persons with the appropriate expertise are available to assist at Board meetings.
7. Report to the Chairperson of the Board. The CEO is responsible for promptly, regularly and fully informing the Chair of the Board about the current affairs, activities and finances of the Fund, and for obtaining the Chair’s advice and approval in all cases where this may be required by the Articles, Bylaws or Operational Manual.

Partner Engagement and Fundraising

8. Liaise with *inter alia*, Governmental organizations, local communities, NGOs, businesses, donors, and media. The CEO, under the guidance of the Board, generally represents and promotes the Fund’s interests in day-to-day dealings and on-going liaison with representatives of the government; national and international non-governmental organizations; national and international businesses that impact biodiversity or are potential donors to the Fund; multilateral and bilateral international donor agencies; Funds and individuals who are potential donors to the Fund; local and international scientific and educational institutions/associations/individuals; regional institutions; and local and international media.

9. Coordination with other initiatives. The CEO interacts with other donor-funded initiatives and government initiatives in order to coordinate efforts, achieve greater efficiencies and synergies, access additional potential sources of funding, and raise awareness of any potential negative impacts on biodiversity that could result from proposed or current donor-funded, government-funded and private-sector-funded initiatives.
10. Fundraising. The CEO develops and submits a plan for capitalizing the Fund, which may include the promotion and advancement of one or more sustainable revenue generation mechanisms and/or traditional fundraising activities. A significant amount of the CEO's time, particularly in the first three years of the Fund's existence, should be dedicated to strategies which will bring additional capital needed to finance the operations and programmatic activities of the Fund. The CEO shall research and identify potential donors, meet with and make presentations to potential donors, prepare grant applications to potential donors and negotiate the terms of grant agreements with donors, ensure that the highest ethical standards are maintained and prepare reports to donors and resolve any issues raised by donors.

Grant Making and Financial Management

11. Maintaining financial records and accounts. The CEO ensures the proper preparation and maintenance of financial records and accounts of the Fund, either directly or by supervising other officers and staff who may be charged with that responsibility.
12. Present annual financial budgets which link to operational work plans for Board approval
13. Administration, Monitoring and Evaluation of Grants: The CEO is responsible for:
 - i. Preparing protocols, policies and guidelines for the use of Grant Funds which have to be approved by the Board;
 - ii. Sensitizing and educating possible grantees to (i) above;
 - iii. Coordinating the call for proposals and the review and selection of appropriate proposals;
 - iv. Administering Board-approved transfers of funds to beneficiaries;
 - v. Monitoring all grants to ensure that activities are being carried out as stipulated in the contract between the Fund and the beneficiary; and
 - vi. Ensuring that beneficiaries submit financial, technical reports and other reports as stipulated by the Fund.
14. Liaising with the CBF and, under the guidance of the Board, resolving any issues involving the Fund's failure to perform as agreed or failure to report in a proper and timely manner as required by the CBF.

3. Qualifications

All candidates for CEO must provide evidence of the following skills and abilities:

1. A university degree (Master's preferred) in the field of natural resources management, business administration, public administration, or any other related field.
2. At least 3 years of experience at senior management level.
3. Demonstrated skill, experience and success in marketing and fundraising with an emphasis on raising funds from regional and international donor agencies, Funds, and corporations.
4. Excellent interpersonal and communications skills, and experience working with groups and organizations, governmental and non-governmental. Experience in working with international aid and development agencies, Funds and corporations will be of great 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 a foreign language would be an asset.
7. Demonstrated organizational and management experience in administering staff, developing and implementing a detailed budget and other resources.
8. Experience working with and reporting to a Board of Directors, interacting with Board members and submitting memoranda and reports thereto.
9. Familiarity (or the ability to quickly achieve familiarity) with biodiversity conservation issues and Protected Area management activities.
10. Be proficient in Microsoft Office Suite of applications.

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4. Remuneration Package

Compensation will be commensurate with qualifications and experience.

5. Application Process

Please submit an expression of interest and curriculum vitae with at least three (3) references by **January 19th, 2018** to: The Board of Directors, Grenada Sustainable Development Trust Fund (GSDTF), Email: info@gsdtf.org