



Argolic Environment Foundation: Executive Director

- Location: home/remote working with frequent travel in the region required
- Consultancy contract for approx. 4 days a week, equivalent €30-35k pro-rata depending on experience
- Start date: December 2023

The AEF was established in 2021 to help the communities of the Argolic Gulf protect and regenerate marine and terrestrial ecosystems and improve the relationship between humans and nature.

We work with local partners to fund, develop and implement practical solutions to the region's most pressing environmental issues. We believe that environmental sustainability and economic development go hand in hand.

The foundation raises money from individuals and businesses that love and rely on the Argolic, its islands, coastline and sea to provide financial support to the most effective projects and campaigns working to protect and restore the area's natural environment.

The Executive Director's day-to-day activities focus on grant-making, fundraising and organisational management. Support and oversight come from the AEF Chair and Steering Committee, and the team at Conservation Collective.

AEF is already well funded, and it is hoped that, as it grows, it will be able to expand its staff further and, eventually, create a local Greek entity to house the Foundation, spinning out of the UK umbrella charity.

The right candidate for this role will be:

- Pro-active and highly organised with an entrepreneurial approach.
- Capable of engaging a broad range of stakeholders with excellent communication skills.
- Fluent in Greek and English.
- Familiar with the region's key local stakeholders and of the national NGO landscape.

Experience of working in the conservation sector or environmental sciences is desirable, but not essential.

Key responsibilities for the role:

- Identify projects that match the environmental and restoration goals outlined in the scoping studies and strategy review of the AEF.
- Encourage these projects to apply for grants and oversee the process of selection by the steering committee twice a year.
- Carry out regular mapping, outreach and partnership development with local NGOs and stakeholders.
- Expand AEF to incorporate the Saronic islands and waters.
- Lead grant making, fundraising, communications, and financial operations of the Foundation.

To apply

- **Please send a CV and cover letter to Jade Brudenell info@conservation-collective.org by 15th November 2023.**
- **Shortlisted applicants will be invited to send a three-minute selfie video introducing themselves and their experience, as well as describing why they are a match for this job.**
- **In-person interviews will take place thereafter.**

Further detail of AEF Director's responsibilities on the next page.



Grant making:

- Identify stakeholders and assist in developing funding proposals to be submitted to the AEF for assessment and consideration in line with the CC's internal procedures.
- Concisely and accurately report on the progress of grants to the Steering Committee
- Provide bi-monthly written reports on ongoing projects, expected results, impact assessment etc.
- Network with local stakeholders.
- Project development, capacity building, and recruiting local partners in priority areas where needed.
- Identify capacity-building opportunities.
- Build alliances and coalitions between local stakeholders.
- Lobby to influence government and municipal policy where relevant.

Fundraising

- Work with AEF Steering Committee and the Conservation Collective team to secure major new donors with strong connections to the Argo-Saronic Gulf.
- Follow up on introductions and develop relationships with major donors, act as local point of reference for existing donors and supporters.
- Identify and build relationships with potential partners and supporters locally.
- Identify and apply to potential sources for structural funding for conservation projects.
- Apply for further funding from larger foundations to scale up selected projects.

Governance & team

- Coordination of four Steering Committee meetings per year (agendas, dates, minutes etc.)
- Work in partnership with the CC to gather supporting donor documentation to comply with UK Charity Commission requirements.

Communications

- Draft newsletters (minimum 4x per year) sharing updates and news of project implementation, main conservation challenges of the respective area and major AEF activities.
- Draft regular English & Greek website updates & social content (text and images).
- Social media monitoring and engagement with partners.
- Create annual reports and informational and promotional materials.
- Develop local media relations
- Represent AEF at events and conferences.
- Support the preparation of annual reports.

Fund admin

- Arrange all aspects of fund administration: annual budget, cash flow monitoring and reporting (with support from Conservation Collective), create financial reports for board meetings, keep on top of expenses claims, etc.
- Use Salesforce CRM and IT systems of the CC to input updates and administrative information related to contact, donor and grant management.