BLUE ACTION FUND
is searching for an Executive Director

POSITION: Executive Director
REPORTS TO: Supervisory Board
LOCATION: Europe; probably Frankfurt, Germany
SALARY: Competitive
CLOSING DATE: 24 March 2017
START DATE: July 1, 2017
CONTRACT: Full time; 2-3 year service contract*

ABOUT BLUE ACTION FUND
Blue Action Fund (BAF) is a newly established conservation trust fund created by BMZ (The German Federal Ministry for Economic Cooperation and Development) and KfW. Dedicated to supporting marine protected areas and the most sensitive coastal waters of Africa, Latin America and Asia, BAF plans to work through a program of medium- to large- sized grants to NGOs working on marine/coastal conservation (grants are planned in a range from € 1 - 3 million, typically to NGOs working in partnerships with local actors). BAF’s overall goal is to contribute to reducing the dramatic loss of marine biodiversity and stabilizing incomes in coastal fishing communities.

BAF already has substantial capital at its disposal and is seeking an experienced Executive Director (ED) to drive the set-up phase of the organization, launch its conservation projects and ensure its smooth operation over at least the first two to three years.

THE ROLE
You will head a start-up organization and will initially be the sole staff member of BAF as you refine the strategy that has been developed for it and launch its program and operations. You will be supported on the program side with technical and ocean conservation expertise (in the first months particularly for project evaluation) by an experienced international conservation organization. On the operational side, financial reporting and some administrative functions will be supported by Nature Trust Alliance, a conservation trust fund shared services organization based in Frankfurt.

During the first year, in addition to launching the program and developing BAF’s internal procedures, you will assess the organization’s staffing needs with your Supervisory Board. You might hire one or two persons to support your work for BAF— but you will ultimately be the head of an organization that will remain quite small.

KEY RESPONSIBILITIES

- Work with the Supervisory Board to develop/refine BAF’s overall strategy, propose to the Supervisory Board the allocation of BAF funds to NGO grantees (first grants are already planned for 2017)
- Implement the planned grants program, develop relationships with potential NGO grantees

* Renewable appointment to the Management Board.
• Represent BAF to third parties, beneficiaries and stakeholders; participate in sector conferences and meetings
• Recruit and manage staff, consultants and external associates
• Manage the day-to-day operations of BAF; formulate objectives, develop standards and procedures
• Report to and maintain relationships with existing donors; and over time, support the Supervisory Board in fundraising activities
• Participate in Supervisory Board meetings and ensure that the Board is provided with all information necessary to guide decision-making
• Work with BAF’s investment committee and investment professionals to ensure proper investment of BAF funds in accordance with the BAF investment policy
• Uphold all legislation pertinent to BAF’s operations as a funding institution and as an employer
• Ensure that standards of transparency are upheld in all activities (e.g. with donors and beneficiaries)
• Report and fulfill all legal duties to the German foundation authority

KEY QUALIFICATIONS
All candidates for the ED position must provide evidence of the following:
• An advanced degree in environmental studies or economics, or an MBA or other advanced degree in law or international affairs
• At least 7 years’ organization/project management experience, including budget management
• Significant experience in at least one of the following fields (with experience in both being an advantage):
  • International financial cooperation/development aid. Experience with German financial cooperation is an advantage
  • The environmental sector. Specific knowledge of marine/ocean conservation would be beneficial
• Excellent written and oral language skills are required in English and highly desirable in German

ABOUT YOU
You will be a leader and a self-starter with a track record of managing organizations, influencing key stakeholders and inspiring people to develop and deliver programs and plans. You can come from the international aid or private sector, but you will feel comfortable in a “start-up” environment and have experience with budgeting, project management and small organizations.

You are:
• Tactful and diplomatic; an excellent communicator used to interacting with key stakeholders both internally and externally
• Able to deliver the strategy of the business but not afraid to get involved in day-to-day operations
• Energetic, self-starting, entrepreneurial and strategic individual who can express/recognize ideas, opportunities and communicate goals and objectives clearly
• Resilient, committed to your work,
flexible and disciplined with high integrity

- Passionate about nature and conservation
- Able to provide leadership to a diverse group of people and work across cultures
- A superior negotiator and skilled in persuasion and advocacy
- Able to work at big-picture level but also to see processes through to completion
- Willing to travel internationally

**BENEFITS**

BAF is committed to providing a competitive and fair pay package that takes account of the responsibilities of the position and the qualifications of the selected candidate.

**APPLICATION PROCEDURE**

Expressions of interest should be submitted electronically, in English, with all the material in a single document. Please include a letter of motivation (not more than two pages) and curriculum vitae and send to: info@blueactionfund.org before 24 March 2017.

In your letter, please consider addressing the following questions:

- What led you to apply for this position and why would you like to work for BAF and the world’s oceans?
- What are the two or three most important technical abilities that you would bring to the project, and do they match the most important technical abilities needed in order to manage the project successfully?
- What are the most important personal characteristics that would help you to succeed in this job?
- How would you develop BAF into an effective funding mechanism for protecting the world’s oceans?
- Also please provide an indication of your salary expectations; and if you are not able to locate yourself in Frankfurt, please describe where you would expect to be based and how you would relate to the Nature Trust Alliance support staff and KfW project manager in Frankfurt.

A shortlist of qualified candidates will be formally invited for an interview process in early April. We are seeking someone who can start by July 1, 2017 or earlier; but for the right person might consider a short delay.

Further information on BAF will be not available publicly until its official launch planned for the spring of 2017.