Terms of Reference position Executive Director of the Charles Darwin Foundation

The Executive Director is the senior executive of the Charles Darwin Foundation, which includes the Charles Darwin Research Station. He/She is responsible for supervising senior staff, and working with the Board to develop a clear strategic plan; as well as for oversight and execution of that plan. Other key duties include fundraising, driving world class science and scholarship at the research station, stakeholder outreach, regular and transparent communication with the Board of Directors, the General Assembly, as well as with the Government of Ecuador. The position reports directly to the Board of Directors. Successful candidates should have a long-term vision and strategy that establishes the Foundation as a global thought leader in science, conservation and sustainable development.

1. Key Values:
   - Integrity
   - Transparency
   - Discipline
   - Desire for excellence
   - Collaboration
   - Proactivity
   - Creativity

2. Educational Requirements
   - Academic level options:
     I) PhD preferably in biology (terrestrial or marine), conservation biology, ecosystems services, sustainable development, or a related field.

     or

     II) Master's or law degree, preferably with a focus on non-profit management, environmental policy.

3. Experience
   - At least 7 years executive leadership experience (preferably at the CEO or lead executive level), for example, chairing a medium to large university department, managing a non-profit scientific or conservation organization, managing international stakeholders in conservation, science, sustainability, and policy or similar experience in management consulting for large science and conservation organizations.
- Hands-on experience managing complex stakeholder situations.
- Fundraising.
- Public sector.
- Public speaking.
- Strong interpersonal communication skills.
- Public relations involving multiple international stakeholders.
- A record of having conducted or supervised world class science.
- Experience with national and community relations in Ecuador preferred.

4. Management Style
- Aspires to global standards of excellence and has a vision and strategy for attaining them.
- Collaborative.
- Empowers senior team.
- Stewardship: the CEO serves his team.
- Team builder/team player.
- Active cultivation of relationships with the community, local and national government.
- Active stewardship of relationships with the Board of Directors.

5. Languages
- Native or near-native fluency in Spanish and English, including specific vocabularies related to science and fundraising.
- Additional language (e.g. French, Chinese or German): a bonus.

6. Other requirements
- Willing to live in the Galápagos for an extended period of time (> 5 years).
- Willing to travel extensively to maintain funder and stakeholder relationships.
- No links to entities with commercial ties or contracts in Galápagos.

Note: Gender mainstreaming
- Provide leadership and take responsibility for incorporating gender perspectives into substantive work and ensuring the equal participation of women and men in all areas of work; demonstrate knowledge of strategies and commitment to the goal of gender balance in staffing and creating a gender sensitive working environment that pays attention to work/life issues.

GENERAL RESPONSIBILITIES
1. **Board Governance:** Works with the Board in order to fulfill the organization’s mission and strategic vision.* NOTE for context: CDF’s evolving strategic vision: “To be the world’s leading research institution dedicated to the conservation and sustainability of the Galápagos Archipelago and the equatorial Pacific, and to generating globally relevant scientific, social, and economic models that empower people to thrive in harmony with the environment”.

- Responsible for leading the CDF in a collaborative, transparent, and ethical manner that supports, enhances, and guides the organization’s mission, as defined by the Board of Directors.
- Responsible for communicating effectively with the Board, the General Assembly, and his/her senior leadership team, providing the timely and accurate information necessary for both groups to function properly and make informed decisions.

2. **Financial Performance and Viability:** Develop resources sufficient to ensure the financial health of the organization and grow its capacity in line with the strategic vision and the scope of the challenge to protect the Galápagos Archipelago; engages the Board and other team members as necessary to help with fundraising, introductions, etc.

- Responsible for fundraising and developing other revenues necessary to support CDF’s mission.
- Responsible for the fiscal integrity of CDF to include submission to the Board of a proposed annual budget and monthly, fully transparent financial statements, which accurately reflect the financial condition of the organization.
- Responsible for ensuring that fiscal management operates within the approved budget, is in line with legal and ethical norms, maximizes resource utilization, and maintains the organization in a positive financial position.

3. **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through world class research programs, strategic planning, effective/forward-looking administration, and community outreach.

4. **Organization Operations:** Works effectively with the Science Director to ensure that CDF’s science is world class, ethically performed, data driven, and effectively shared to advance global understanding of the equatorial Pacific, as well as the scientific and social modalities crucial to ensuring the future of the Galápagos Archipelago, its ecosystems, and biome.

- Works effectively with the Chief Development Officer, ensuring a growing pool of resources for CDF sufficient to maintain global excellence.
- Works effectively with the Chief Operating Officer, providing necessary guidance and necessary delegation of authority to ensure that day to day operations and support functions.
• Works effectively with the Human Resources Officer to ensure effective recruitment, hiring, a positive work environment, and staff development.

• Works effectively with the Chief Financial Officer to ensure seamless execution of all matters related to finance, administration, treasury, as well as all legal aspects concerning CDF’s Belgian registration and, in collaboration with the Chief Development Officer, oversight of the financial aspects of CDF’s international FOGO network.

• Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

ACTUAL JOB RESPONSIBILITIES

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.

2. Supervise, collaborate and communicate with organization staff; leadership should be service-driven, constantly searching for opportunities to remove obstacles and impediments for staff so that they can excel micromanagement should be seen as a failure; empowered staff members should in almost all circumstances take responsibility for their own decisions, guided by clear communication on the organizational mission, strategy and tactics.

3. Strategic planning and implementation, including the CDF Board, General Assembly and staff in the process, reflecting the priorities at local (Galapagos National Park Directorate management plan etc.), national and international level (i.e. UN sustainability goals, Convention of Biodiversity).

4. Fundraising.

5. Planning and operation of annual budget.

6. Serve as CDF’s primary spokesperson to the organization’s stakeholders, the media and the general public, while also allowing key staff to shine, and to speak on behalf of their own programs if they have the appropriate skill set.

7. Establish and maintain partnerships with various organizations who are key to strategically enhance CDF’s mission.

8. Supervise the Chief Development Officer’s marketing, fundraising and communications efforts.

9. Establish and maintain close relationships with the Government of Ecuador at the local and national level, and adhere to all laws and regulations.

10. Oversee organization of Board and committee meeting.

11. Work with the Chief Operating Officer to establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.

12. Work with the Chief Science Officer to ensure that the quality of CDF science and scholarship is world class, and defines the future of science and conservation in the region.

13. Review and approve contracts for services.
14. Other duties as assigned by the Board of Directors.

BRIEF BACKGROUND RELEVANT TO SEARCH FROM CHARTER DOCUMENTS:

Article 2. The Charles Darwin Foundation for the Galápagos Islands (CDF) was established in 1959, one hundred years after the publication of “The Origin of Species” by Charles Darwin, under the auspices of the Government of Ecuador, the Belgian Government, the United Nations Educational, Scientific and Cultural Organization (UNESCO) and the International Union for the Conservation of Nature (IUCN). Under an agreement with the Government of Ecuador, the CDF advises and assists the Government of Ecuador in aspects regarding the conservation of the Galápagos Archipelago.

Article 3. The CDF’s mission is to provide knowledge and assistance to ensure the conservation of the environment and biodiversity in the Galápagos Archipelago through scientific research and complementary action.

EXECUTIVE LEVEL

Article 27. The Executive and operational levels are the responsibilities of the Executive Director. The Executive Director is responsible for implementing policies, plans and instructions issued by the General Assembly and the Board of Directors.

Article 28. The Executive Director is the chief executive officer responsible for all the operational and administrative functions of the CDF.

Article 29. The Executive Director reports to the Board of Directors and has the following functions:

1. To implement the decisions and resolutions of the General Assembly and the Board of Directors.
2. To ensure the daily management of the CDF.
3. To prepare the operational plans and annual and medium-term budgets.
4. To lead the development and implementation of the strategic plan of the CDF.
5. To represent the CDF, as delegated by the Board of Directors, before the Government of Ecuador.
6. To represent the CDF, as delegated by the Board of Directors, before entities of Ecuador and those of other countries.
7. To recommend policies and procedures to the Board of Directors that will ensure the efficient operation of the CDF.

8. To establish specific policies and procedures at the operational level for the proper functioning of the CDF and submit them to the Board of Directors for approval.

9. To negotiate and implement agreements of cooperation with other organizations signed by the President of the Board in accordance with Article 24 of these Statutes.

10. To enter into and terminate contracts with CDF personnel.

11. To ensure maintenance of sound financial and administrative practices.

12. To supervise the membership communications system and maintain records of the same.

13. To attend meetings of the General Assembly and the Board of Directors by invitation of the President of the Board, without the right to vote.

14. To ensure compliance with all reporting formalities required by Belgian law, in particular with respect to any amendments of the Statutes of CDF and to the filing of its annual accounts.