

January 26th 2017
Punta Gorda Town



Vacancy for Sustainable Conservation Financing Manager

Dear Applicant,

Thank you for your interest in the position of Sustainable Conservation Financing Manager at Ya'axché Conservation Trust.

This application pack contains a Job Description (two pages) and Person Specification (one page). Please read the documents carefully.

To apply, please send a copy of your CV (no more than two pages) and a one-page letter outlining your interest in, and suitability for, the position. All documents should be in .pdf format and should be emailed to christina.garcia@yaaxche.org.

The closing date for submission of your application is February 24 2017. We look forward hearing from you.

Yours sincerely,

Christina Garcia
Executive Director
Ya'axché Conservation Trust

Ya'axché Conservation Trust
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Belize

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JOB TITLE	Sustainable Conservation Financing Manager
LOCATION	Ya'axché Main Office, Punta Gorda & Golden Stream Field Station, Toledo, Belize
LENGTH OF STAY	Minimum 1 year commitment (probation period 3 months)
WORK SCHEDULE	Full Time (Monday – Friday, 8:00am – 5:00pm) including weekends as required
REPORTING TO	Development Manager

1.0 JOB DESCRIPTION

1.1 CONTEXT

Ya'axché Conservation Trust is a community-oriented NGO that couples conservation with sustainable development to advance integrated landscape management in southern Belize. The focal geographic area for Ya'axché's activities, the Maya Golden Landscape (MGL), extends from the Maya Mountains to the Port Honduras Marine Reserve in the Caribbean Sea and forms part of the largest remaining contiguous areas of broadleaf forest in Central America. The MGL includes Ya'axché's Golden Stream Corridor Preserve (GSCP, 15,000 acres), the Bladen Nature Reserve (BNR, 100,000 acres) and Maya Mountain North Forest Reserve (MMNFR, 36,000 acres), both of which are co-managed by Ya'axché and the Belize Forest Department. In addition to managing protected areas via Ya'axché's Protected Areas Program, Ya'axché puts an equivalent focus on the livelihoods of the surrounding communities through education, sustainable livelihood initiatives and implementation of best practices.

The Community Outreach & Livelihoods program seeks to increase environmental knowledge, address the socio-economic situation of the communities within and adjacent to the Maya Golden Landscape (MGL) by promoting cacao-based agroforestry and other better agricultural practices. It contributes to building local capacity, environmental education, supporting the implementation of community plans, and supporting community links with other programs of the organization.

1.2 OVERALL RESPONSIBILITIES

The Sustainable Conservation Financing Manager is responsible for the implementation, management and development of Ya'axché's sustainable financing initiative. Ya'axché Institute for Conservation Education's (YICE) main objective is to generate funding for Ya'axché's critical conservation and community development work. YICE consists of several branches, including EcoTourism Belize, which provides ecotours, group conservation education experiences, and rustic accommodations; Ya'axché's technical expertise are being made available to support projects elsewhere in Belize; a nursery that sells organic fruit and timber seedlings; and a membership program that includes friends and supporters of Ya'axché.

The Sustainable Conservation Financing Manager is part of the Development Team at Ya'axché. The Sustainable Conservation Financing Manager strives to maintain a professional image of the organization.

1.3 SPECIFIC DUTIES

1. Implement YICE's business plans and marketing strategies
2. Manage and develop YICE
3. Lead the development of marketing materials for YICE
4. Publish and/or post of high quality communication pieces to the public via the multiple mediums (social media, websites, newspapers, televisions, radio, etc.)
5. Support the design and production of high quality marketing and communication materials (i.e. reports, leaflets, posters)

6. Reconcile monthly financial records with the Finance Director
7. Conduct quarterly updates to the Leadership Team
8. Coordinate & market of YICE at special events such as Lobster Fest, Cacao Fest, Belize Tourism Expo, fundraising events and plan participation at international events
9. Ensure that all external communication materials follow the guidelines for graphic standards as set out in the communication & marketing strategies.
10. Supervise volunteers and Nursery Technician

2.0 EDUCATION AND EXPERIENCE

Essential

- Bachelors degree in Business Management, Marketing or related field
- Experience working for conservation and/or development NGO's
- Proven Accounting & Business management
- Communication, marketing and/or events management experience
- Demonstrated experience managing a team

Desirable

- Masters degree in Business Management and Marketing
- Experience in photography
- 3 years' experience in the service industry

3.0 TECHNICAL SKILLS

Essential

- Excellent organizational, communication, interpersonal and planning skills
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Access)
- Excellent written and spoken English
- Basic photo editing skills
- Ability to demonstrate disciplined implementation to execute plans.

Desirable

- Excellent written and spoken Spanish
- Proven leadership skills (3 years' management experience)

4.0 PERSONAL SKILLS

Essential

- The ability to work with a wide variety of individuals (including a multi-cultural in-house team) by using tact, diplomacy and flexibility, resolve conflict effectively.
- Self-motivated and able to work independently with minimal supervision.
- Ability to manage multiple tasks and allocate time effectively to meet internal and external deadlines
- Ability to lead and operate as part of a team in a dynamic environment, as well as self-motivation, drive and enthusiasm to work under own initiative.
- Ability to think strategically, logically and to apply common sense
- Dependable and reliable, with a positive attitude.
- Meticulous attention to detail.
- Strong communication skills to clearly communicate key messages and have candid conversations.

6.0 PERFORMANCE REVIEW & EVALUATION

All positions at Ya'axché (whether paid or volunteer) are subject to a review every three months. For the Sustainable Conservation Financing Manager the review will be carried out by the Development Manager. Reviews are conducted in a participatory manner to develop a mutual understanding in regards to the satisfactory fulfilment of duties detailed in the Job Description, adherence to Ya'axché's policies and operational procedures (copies will be provided once the ToR has been signed), and on the impact of activities undertaken on Ya'axché accomplishing its objectives. The review also provides an opportunity for the employee to discuss his/her performance over the past three months, to identify personal development needs and to set targets for the coming three months.