

Job Description: Upper Tana-Nairobi Water Fund Trust

Executive Director

The Executive Director serves as the principle contact to government agencies, other conservation organizations, foundations, and the academic community. S/he plays a leading role in donor identification, cultivation, and stewardship for the Trust. S/he disseminates best practices, provides training and analyses to best implement organizational measures of success, and develops key partnerships with public & private organizations in order to identify and resolve technical issues and to widely communicate solutions, innovative scientific methods, analysis, tools, and frameworks to address the natural system needs. S/he establishes the Water Fund Trust as a major conservation partner within the area of watersheds conservation and utility water supply, defines conservation priorities, leads and manages a team which supports and improves conservation efforts, and builds strategic, scientific, and technical capacity in the field. S/he engages local community support for local conservation efforts, negotiates complex and innovative solutions with government agencies and landowners to conserve and protect natural communities, and develops and implements conservation strategies.

The Executive Director is based at the Trust's head office in Nairobi and leads in raising the Trust's profile and agenda and its integration in the national agenda, as well as developing necessary networks desired to fully achieve the Trust's objectives. S/he will manage board level business planning and implementation of the Trust's strategic planning. S/he will also lead the fundraising campaign and ensure a healthy financial position for the Trust's finances. They will also ensure timely internal and external communication including relevant communication with the trust's donors.

Amongst other responsibilities they will:

- Be responsible for advocating the Source Water Protection agenda at the national and multilateral donor level
- Recruit, retain, and manage high quality and effective multi-disciplinary staff with responsibility for performance management, training, and career development.
- Mentor and motivate members of a dedicated management unit for the Upper Tana-Nairobi Water Fund Trust to ensure effective delivery of a set of water fund objectives within pre-agreed timelines
- Develop long-term strategies and achieve strategic goals and objectives
- Develop a network of Trust champions from various sectors e.g. governments, utilities, corporates, and civil society to help advocate the agenda of the Trust.
- Represent the Trust in national and regional dialogue regarding source water protection, citizens', engagement and related conservation matters
- Make independent strategic decisions frequently based on analysis, ambiguous information, experience, and judgment.
- Be required to engage in frequent travel domestically and/or internationally and work during evening and weekend hours.

- Be required to work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances.

Qualification

- Master's level degree and 10 years' post-graduation experience in institutional development, financial management, conservation practice, or equivalent
- Fundraising experience, including identifying donor prospects and donor cultivation
- Experience directing a major program or project of strategic importance, including management of governance board affairs and supervision of multi-disciplinary teams and ability to meet deadlines
- Experience working in conservation and practices in relevant discipline(s) and geographic regions
- Proven understanding of the policy landscape and high-level government networks and ability to attract attention and resources as needed
- Supervisory experience, including strategic guidance, leading, setting objectives, motivating, and managing performance
- Ability to develop practical applications of scientific concepts and technical innovations for conservation purposes
- Knowledge of methods and standards of biodiversity information systems and initiatives and experience conceiving and implementing strategic initiatives
- Ability to communicate clearly via written, spoken, and graphical means in English, Kiswahili and other relevant languages.
- Politically savvy and experience in partnership development (corporate partners, community organizations and government)