



**Position title:** Managing Director, Nature Trust Alliance GbR

**Location:** Frankfurt, Germany

**Salary:** Commensurate with required experience and qualifications

**Reports to:** Executive Directors of partner Conservation Trust Funds (CNF, PONT, Blue Action, LLF)

**Envisaged Start Date:** Preferable June 1, 2022 (negotiable)

## The Organization

Nature Trust Alliance is a unique collaboration between four of Europe's leading conservation trust funds: the Caucasus Nature Fund (CNF), Prespa Ohrid Nature Trust (PONT), Blue Action Fund and the Legacy Landscapes Funds (LLF). Established in 2016, NTA provides operational support services for our German-registered trust fund partners. With a commitment to conservation, creativity, and efficiency we provide operational support services (financial and investment management, administration, reporting, budgeting, IT services, and communications, HR, etc.), so the funds can focus on their core missions of providing innovative and sustainable financing mechanisms for nature conservation.

The NTA-partner conservation trust funds have combined investment assets of over EUR 400 million, and work with governments, NGO's and private sector partners to ensure improved capacity for terrestrial and marine protected areas to enhance nature conservation and support sustainable livelihoods.

More information about our partners can be found at Caucasus Nature Fund: [www.caucasus-naturefund.org](http://www.caucasus-naturefund.org), Prespa Ohrid Nature Trust [www.pont.org](http://www.pont.org), Blue Action Fund [www.blueactionfund.org](http://www.blueactionfund.org) and Legacy Landscapes Fund [www.legacylandscapes.org](http://www.legacylandscapes.org).

## The Role

NTA is seeking a managing director to lead the shared services for our partners. This post offers the opportunity to be responsible for the overall management of a small and dynamic non-for profit organization - including the development of synergies and effective and cost efficient procedures for NTA and the conservation trust funds.

In addition to ensuring efficient coordination of day-to-day office operations, the NTA managing director is responsible for the line management of 3-4 staff and the close liaison with the Executive Directors of the conservation trust funds.

The managing director will oversee NTA's operations, liaise with stakeholders and service providers, pro-actively lead NTA into the next development phase, and ultimately be responsible for the overall performance of the team, ensuring that NTA is providing the appropriate range and quality of services to the partner foundations. The right candidate will be highly organized, being able to manage a broad portfolio of tasks in a flexible manner with a proven track record in a general managing position including Finance and Operations.

As the head offices of the conservation trust funds are based in other locations, the NTA managing director must be able to work independently, though remotely managed by one of the partner foundation Executive Directors on a rotational basis.

## Key responsibilities

- ✓ **Finance:** *The managing director is responsible for a proper financial management of NTA and the partner foundations including overall NTA financial management and Financial Audits*
  - *Responsible for NTA and its partners for financial management including accounting, bookkeeping and budget*
  - *Responsible of overall Financial Audits*
  - *Responsible to ensure transparent and to the extent necessary consistent approaches among CTFs*
  - *Responsible to promote best practice on financial management tools within different CTFs*
  - *Investments with the support of Finance Director*
  
- ✓ **Governance:** *Besides representing and administrating NTA, the managing director is overall responsible for ensuring that the partner foundations are acting in accordance with their applicable laws*
  - *Administer NTA in accordance with its GbR agreement*
  - *Ensure proper reporting to the NTA board*
  - *Monitor NTA workflow and prioritize services to the partner foundations based on demand*
  - *Develop a working knowledge of German foundation law and practice to provide, with support from external advisors as necessary, guidance on practice and compliance matters*
  - *Support for overall governance questions, including supporting the foundations in updating their operations manuals and any “comply or explain” obligations under the Public Company Governance Kodex (Corporate Governance Report, Changes in charters, compliance of by-laws)*
  - *Ensuring proper procurement processes for NTA and for the partner foundations*
  - *Ensure proper and timely communication and reporting to the German foundation authorities*
  - *Ensure availability of transparent and sound information about NTA for interested parties, such as potential funders of NTA partners*
  - *Contracts management, especially in relation to administrative services*
  - *Ensuring institutional learning within NTA and the partner organisations through proper documentation of decisions taken, agreed procedures, manuals etc.*
  - *Establishing a non-profit Network for NTA participating in CTF networks and exchange experiences and creating a pro-bono network of service providers*
  
- ✓ **Operations:** *Besides being the responsible for overseeing effective operating procedures across NTA and the partner foundations, the managing director is responsible to ensure a safe, efficient and properly working operations system including the compliance with all the existing laws (Data protection, Digital law, Etc)*
  - *Defining, implementing and revising operational policies and guidelines for the organization*
  - *Ensure a safe and efficient functioning IT operations system (Shared Intranet, IT Providers, Database, hardware, Data Security) together with external IT Consultant, for all the partner foundations*

- *Ensure compliance of the partner funds with data protection and other applicable laws*
- *Support the partner foundations on risk management control, design and establish protocols*
- *Establish crisis management protocol*
  
- ✓ **Administration:** *The managing director is responsible for the administration of NTA and to ensure a proper administration of the partner foundations*
  - *Assure relations with the partner foundations' administrative service providers, including the tax advisor/bookkeeper, auditors, IT support services, insurance carriers, legal advisors*
  - *Maintain and expand effective and cost-efficient procedures and processes for the core services, including through pro-bono work*
  - *Maintaining proper Insurance contracts for all the partner foundations in line with their needs and according to the law*
  - *Ensure institutional learning and promote knowledge exchange amongst the partner foundations facilitating the opportunities, the space, to promote brown bags, and to excel the existing centre of excellence*
  - *Support the partner foundations on Fundraising activities if needed, e.g., by supporting financial and contractual aspects of such undertakings*
  
- ✓ **Human Resources:** *The Managing director is the responsible for the Human Resources management of NTA and to directly support the Human Resources management of the partner foundations. Including amongst others:*
  - *preparation and discussion of Annual Development Plans with the NTA staff*
  - *performance reviews discussions with the NTA staff*
  - *support the partner foundations on HR matters if needed (Hiring processes, contracts with employees, control of payrolls, termination of contracts, insurances, feedback tools, etc)*
  - *ensure insurances as agreed per contracts with employees*

## **Profile**

The managing director should be an experienced leader, flexible, open minded, capable to retain talent, capable to adapt to changing environments and to take leadership and control during crisis management. We are looking for someone who is passionate to lead and further develop a small team in the non-for-profit sector and who identifies herself/himself with the goals of nature conservation.

- ✓ Previous experience, of at least 5 years, with management of multi-cultural small teams, managing a variety of service providers contracts, preferably in a similar operational and finance support service position in the Non-Profit sector
- ✓ Very good understanding of financial management as well as understanding of operating systems, investments, IT knowledge
- ✓ Adaptive management approach, reacting professional and timely to new upcoming issues or demands.
- ✓ Excellent communication, negotiation, and presentation skills in German and English
- ✓ Strong organizational skills and attention to detail



- ✓ Ability to work independently and as part of a team and provide leadership to a diverse group of people across various cultures. Strong analytical, critical thinking, and problem-solving skills
- ✓ Fluency in written and spoken English and German with the ability to read and write legal documents in German.

#### **Other Experience**

- Experience working with international organizations or multi-cultural teams is an asset.
- Experience or affinity with working in the non-for profit sector, development cooperation, conservation and/or the environmental sector is an asset.

#### **Application Procedure**

Please send cover letter and CV in **English** by e-mail to [info@naturetrustalliance.org](mailto:info@naturetrustalliance.org) by 10<sup>th</sup> January 2022. In the cover letter please include your salary expectations and at least two references (which will only be contacted during the final stage of the application process).

Due to the large number of applications received for each of our positions, only shortlisted candidates will be contacted.