



Aegean Coast (Turkey) Environment Foundation [working title] Executive Director - Job description

The [Conservation Collective](#) comprises a global network of locally focused environment foundations, emerging from the natural instinct of all people to protect what they love.

The Aegean Coast (Turkey) Environment Foundation (ACTEF) launching in 2021, will facilitate funding for the most effective grassroots environmental initiatives, with world-class oversight, management and programme aid.

The ACTEF will raise funds to support the most effective environmental projects and campaigns working to protect and restore nature along the Aegean Coast, and across the region*. The foundation will focus on restoring and protecting biodiversity on land, at sea and in fresh water of the region. It will also promote a circular economy, green jobs, and responsible tourism.

ACTEF will aim to unite the many brilliant environmental organisations already working in the region to increase the channels of funding available for their work, and to provide a neutral platform through which to coordinate their efforts towards an aligned and cohesive long-term strategy for protecting nature in the region.

Day to day activities of the full time, paid, local executive director would be split between grant making and fund raising. Fund administration and communications will also be overseen by this individual, with support from the Conservation Collective network.

Overview:

- Local or well-integrated resident of the area with strong communication skills
- Fluent written and spoken Turkish and English
- Pro-active, highly organised individual – a self-starter and entrepreneurial approach
- Excellent connections with government, policy makers and businesses
- Good understanding of the key NGOs operating in the area
- Background in marine biology or other environmental studies

Responsibilities:

Pre-launch

- Prepare scoping document of environmental issues and priorities in the area; map out the NGO landscape, including existing projects within the ACTEF's areas of interest and identify funding gaps. Map out feasibility of private, corporate and institutional funders. Suggest where the ACTEF can make a significant positive environmental long-term impact.
- Oversee all set up aspects, with support from the Conservation Collective: charity registration, formation of trustees and committees, development of website and marketing materials, compile and manage donor list, professional services engagement (bank, legal, accountancy).
- Develop and manage budgets and financial forecasts.

Once operational:

Grant making





- Identify grants and prepare overview of the short list for the steering committee to review at quarterly meetings/calls.
- Identification of project and program ideas, support potential partners in project design
- Project development in areas where partners are not active, support with capacity building adding value where possible. Creation of alliances and coalitions between various stakeholders.
- Project follow up and evaluation.
- Lobby to influence policy where relevant.
- Concisely and accurately report on progress of grants to the steering committee.

Fund raising

- Work with Chairman and central team to secure core team of at least ten leaders to contribute €10,000 every year, for three years.
- New donors. Manage sales process from beginning to end, liaising with Steering Committee members as door opener/sales force, attend key donor meetings. Aim for 20% growth year on year.
- Maintaining existing donor relationships: key corporate partners and donors (create, develop and convert opportunities).
- Raise money from local and international businesses (researching new partners, cultivating partnerships through tailor made programs).
- Leverage additional funding from larger foundations to achieve big picture goals.

Governance & team

- Coordination of Steering Committee meetings (agendas, dates, minutes etc.); circulate grant applications and accompanying ED recommendation notes before calls.
- Coordination of core team (trustees/co-founders) meetings on ad hoc basis for time sensitive operational decision making.
- Develop advisory board, either formal or informal, in order to ensure grants are pre-screened by those with contextual local technical and scientific expertise.

Communications

- Draft newsletters (min 2x per year) and distribute via mailchimp.
- Website content – drafting text, posting news items, managing translations.
- Developing content and posting on social media platforms (Facebook, Instagram).
- Social media monitoring and engagement with partners (likes, shares etc).
- Create brochures and other marketing collateral.
- Relations with the media: drafting press releases, attending press conferences, interviews with press, radio and local TV.
- Production of annual report, web content and other publications (after year 1).
- Attending events and participation in conferences in representation of ACTEF.
- Preparing content as required for local partners (text for brochures, web pages and other promotional material).

Fund admin

- Arrange all aspects of fund administration: budgets, financial reports, online payments etc
- Oversee spin out from the Conservation Collective and creation of a local independent





charitable structure within three years from launch.

Recruitment process

- Conservation Collective team and founding donors to circulate job description to all contacts in the area, then run interview process.
- Ideally, the candidate would be hired to conduct the Scoping Study as a temporary position, which if things go well, would lead to them being hired full time to lead the organization as the executive director.

Salary

- This ranges within the Conservation Collective depending on location of the organization, and on how much is raised. The average figure is €35-40,000 for a full time role.

