



## Argolic Environment Foundation

### Project Manager – job description

*August 2022*

The AEF was established in 2021 to help the communities of the Argolic Gulf become leaders in the transition to sustainability, protecting and regenerating key marine and terrestrial ecosystems and improving the relationship between humans and nature.

We work with local partners to fund, develop and implement practical solutions to the region's most pressing environmental issues. We believe that environmental sustainability and economic development go hand in hand.

By protecting and growing the natural capital of this special corner of Greece, we will help ensure health, abundance and resilience for its natural and human communities.

The fund raises money from individuals and businesses that love and rely on the Argolic, its islands, coastline, and sea, and provides financial support to the most effective projects and campaigns working to protect and restore the natural environment of the area.

**Day to day activities of the Project Manager would be focused on grant making and project development.** There will also be work related to awareness and fund raising, as well as operational admin with support and oversight from the Conservation Collective team, and particularly the Greek Development Director.

#### Overview:

- Pro-active, highly organised individual with an entrepreneurial approach.
- First class communicator, capable of engaging a broad range of stakeholders.
- Fluent in Greek and English.
- Good understanding of the key local stakeholders, good knowledge of the national NGO landscape.
- Minimum experience of at least 3 years working in the conservation sector.
- Background in biology, marine biology, or other environmental studies.

#### Responsibilities:

- Identify /develop projects matching the local environmental priorities outlined in the scoping studies and the strategy review of the AEF.
- Carry out regular mapping, outreach and relationship & partnership development with local NGOs and key stakeholders.
- Feed into grant making, fund raising, communications and financial operations of the foundation, with support and under the supervision of the Conservation Collective's Greek Development Director.

**Applications to George Sgouros [george@conservation-collective.org](mailto:george@conservation-collective.org) by 31<sup>st</sup> August 2022.**



## Detailed requirements

### Grant making:

- Identify stakeholders and assist in the development of funding proposals to be submitted to the AEF for assessment and consideration, in line with the CC's internal procedures.
- Project development in priority areas where partners are not active.
- Propose and develop internal projects to be implemented by the AEF.
- Identify capacity building opportunities.
- Build alliances and coalitions between various stakeholders.
- Lobby to influence policy where relevant.
- Concisely and accurately report on progress of grants to the steering committee.
- Provide bi-monthly written reports on ongoing projects implementation, expected results, impact assessment etc.
- Monitor and evaluate ongoing grants. Feed data into internal reporting process.

### Fund raising

- Work with Steering Committee and Conservation Collective/central team to secure new major donors with strong connections to the Argolic Gulf.
- Follow up on introductions and develop relationships with major donors, act as local point of reference for existing donors and supporters.
- Identify potential partners and supporters, on a local level.
- Identify potential sources for structural funding for conservation priorities and projects.
- Apply for further funding from larger foundations to scale up selected projects.

### Governance & team

- Coordination of Steering Committee meetings (agendas, dates, minutes etc.)
- Working in partnership with the CC to gather supporting donor documentation.

### Communications

- Draft MailChimp newsletters (minimum 4x per year) on project implementation, main conservation challenges of the respective area and major AEF actions.
- Draft regular English & Greek website updates & social content (text and images).
- Social media monitoring and engagement with partners.
- Assist in the creation of informational and promotional material.
- Local media relations, representing AEF at events and conferences.
- Support preparing annual report from July 2023.

### Fund admin

- Arrange all aspects of fund administration: local budgets, financial reports, expenses claims, etc.
- Use IT systems of the CC to input updates and administrative information.