



## Malta Environment Foundation

### Executive Director - Job description

The Conservation Collective (CC) funds locally driven solutions to protect the environment, restore nature, and safeguard against climate change. The CC UK charity is a network that incubates, launches, and supports local foundations to channel new streams of environmental funding to support the most impactful grassroots projects.

The Malta Environment Foundation (MEF), launching in 2023, will be part of the CC and will facilitate funding for the most effective grassroots environmental initiatives, with world-class oversight, management, and programme aid.

The MEF will raise funds to support the most effective environmental projects and campaigns to protect and restore nature in Malta. The foundation will focus on preserving Malta's land, sea, and freshwater biodiversity. It will also promote a circular economy, green jobs, and responsible tourism.

The MEF will unite Malta's existing brilliant environmental organisations and increase the funding channels available for their work. This will be done by the MEF providing a neutral platform to coordinate the efforts of the local nonprofits toward a cohesive long-term strategy for protecting nature in Malta.

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

We're looking for a confident, entrepreneurial, and proactive individual with experience in and a passion for the environmental sector. This person will be able to work closely with the small, fast-paced, remote team, following up and converting leads, managing and maintaining donor relationships, and creating new opportunities.

#### The person for this job will have the following:

- Knowledge of Malta's environmental context, being Maltese or a well-integrated resident.
- Solid communication skills in written and spoken Maltese and English.
- An entrepreneurial mindset, being a proactive and highly organised individual.
- Excellent connections with government, policymakers, and businesses.
- Good understanding of the key NGOs operating in Malta.
- Background in marine biology or other environmental studies.

#### Responsibilities:

##### Grant-giving

- Identify potential grantees and invite those who match the priorities outlined in the [scoping study](#) to apply for funding.
- Present applications received at the quarterly steering committee meeting.
- Identify project and program ideas and support potential partners in project design.
- Project development in areas where partners are not active, support with capacity building,





and adding value where possible.

- Creation of alliances and coalitions between various stakeholders.
- Project monitoring and evaluation.
- Lobby to influence policy where relevant.
- Concisely and accurately report on the progress of grants to the steering committee.

#### *Fundraising*

- Work with Chairman and existing committed funders, plus Conservation Collective (CC) central team, to secure at least €100,000 annually for three years.
- Manage new donors by overseeing the sales process from beginning to end, liaising with steering committee members for introductions within their networks, and attending key donor meetings.
- Maintain existing donor relationships: critical corporate partners and donors (create, develop, and convert opportunities). Aim for 20% annual growth.
- Raise money from local and international businesses (research new partners and cultivate partnerships through tailor-made programs).
- Leverage additional funding from larger foundations to achieve big-picture goals.
- Oversee and track budgets, cashflows, and income forecasts with support from the CC.

#### *Governance & team*

- Coordinate the steering committee meetings (agendas, dates, minutes, etc.); circulate grant applications and accompanying ED recommendation notes before calls.
- Develop a formal or informal advisory board to ensure grants are pre-screened by those with contextual local technical and scientific expertise.
- Oversee spin-out from the Conservation Collective and create a local independent charitable structure within three years from launch.

#### *Communications*

- Draft newsletters (min 2x per year) and distribute via MailChimp.
- Website content – drafting text, posting news items, managing translations.
- Develop content and post on social media platforms (Facebook, Instagram).
- Monitor social media and engagement with partners (likes, shares).
- Create brochures and other marketing collateral.
- Establish relations with the media: drafting press releases, attending press conferences, interviews with the press, radio, and local TV.
- Produce an annual report, web content, etc.
- Attend events and participation in conferences, representing MEF.
- Prepare content as required for local partners (text for brochures, web pages, and other promotional material).

**Consultancy Fee:** 25,000 to 35,000 per annum, subject to the level of skill and experience.

- Annual pay review.

**Apply by January 25<sup>th</sup> by sending a CV and cover letter to:**  
**Sekoah Kwon-Salkin** [sekoah@conservation-collective.org](mailto:sekoah@conservation-collective.org)

