



## Dalmatian Islands 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 Dalmatian Islands Environment Foundation (DIEF), launched in 2023, is a part of the CC and aims to protect and enhance the natural beauty, biodiversity, and eco-systems of the Dalmatian islands by:

- Raising funds from people and businesses with strong connections to Dalmatia, to support the best local initiatives working to sustain the diverse natural assets of the islands.
- Supporting projects that bring both economic and social benefits to local communities and which can be scaled up and replicated across the region.
- Building a strong network of people united in boosting the work of local environmental champions.

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, fastpaced, 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 Croatia's environmental context, having Croatian citizenship, or being a well-integrated resident.
- Solid communication skills in written and spoken Croatian 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 Croatia, especially Dalmatia
- Background in 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, existing committed funders, and 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.

### *Communications*

- Draft newsletters (min 2x per year) and distributed 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.
- Attend events and participation in conferences, representing DIEF.
- 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 April 9th by sending a CV and cover letter to:**

**Marko Pećarević**

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