



Tuscany Environment Foundation

Executive Director

Location: Home/remote working with travel required across Tuscany

Hours: Consultancy contract, equivalent €30-35,000 pro-rata depending on experience

Start: August/September 2024

To apply: Please send a CV and cover letter to beckym@edelweisshr.co.uk by 25 July 2024.

Established in 2021, the Tuscany Environment Foundation (TEF) aims to protect and enhance the natural beauty, biodiversity, and eco-systems of the much-loved Tuscan environment for the benefit of all.

It does this by raising money from individuals and businesses that love and rely on Tuscany and channelling these funds to the most effective projects and campaigns working to protect and restore the region's natural environment.

Launched as a branch of the Conservation Collective, a UK charity overseeing and supporting a global network of local foundations, the Tuscany Environment Foundation is now a registered Italian charity and is recruiting an Executive Director to take it to its next stage.

Day-to-day activities of the Executive Director focus on grant-making, fundraising and organisational management. Support and oversight come from the TEF Steering Committee and the Conservation Collective team.

Once the right person is established in the post, the Steering Committee and Conservation Collective will work with them to recruit someone in a part-time role to support them with operations if deemed appropriate.

The successful candidate for this role will:

- Be a pro-active, highly organised individual with an entrepreneurial approach.
- Be a first-class communicator, capable of engaging a broad range of stakeholders.
- Have a good understanding of the key local stakeholders and knowledge of the national NGO landscape.
- Be fluent in Italian and English.
- Live in Tuscany with a drivers license.
- Have a background working in the environmental sector or relevant studies.

Key responsibilities for the role:

- Identify projects addressing the local environmental priorities that align with TEF's strategy and goals, encouraging and supporting them to apply for grants, and overseeing the process of selection by the steering committee three times a year.
- Carry out regular mapping, outreach and relationship & partnership development with local NGOs and key stakeholders.
- Increase awareness of and trust in TEF's mission and work through brand development and communications, partnership building and local networking.



- Lead grant making, fund raising, communications and financial operations of the foundation.

Detailed overview of activities and responsibilities of Executive Director:

Grant Making:

- Identify /develop projects that match the priorities outlined in TEF's strategy.
- Identification of project and programme ideas and support potential partners in project design.
- Project development in areas where partners are not active, support with capacity building, adding value where possible. This can mean creation of alliances and coalitions between various stakeholders.
- Lobby to influence policy where relevant.
- Monitor and evaluate ongoing grants. Feed data into the internal reporting process and report on progress to the steering committee.
- Meet grantees in person in the field when possible.

Fundraising:

- Work with TEF Steering Committee and Conservation Collective/central team to secure new major donors with strong connections to Tuscany. Target, secure €100,000 for 2024/25.
- Follow-up on introductions and develop/nurture relationships with major donors, act as local point of reference for existing donors and supporters – online and in person. Goal 20% growth year on year.
- Maintaining existing donor relationships with key corporate partners and donors (create, develop and convert opportunities).
- Raising money from local and international businesses (researching new partners, cultivating partnerships through tailor-made programmes).
- Apply for further funding from larger foundations to scale up selected projects when appropriate.
- Organise and promote fundraising events.

Governance & administration:

- Coordinate quarterly Steering Committee meetings (agendas, dates, minutes etc.).
- Manage the coordination and input from the local Advisory Board to provide scientific and local expertise on potential grants/projects to support good decision-making of the SC.
- Use IT systems, supported by CC, to input updates, track fundraising, good grant management and all administration information.
- Arrange all aspects of fund administration: local budgets, financial reports, expenses claims, etc.
- Recruit and manage a panel of local scientific experts to create an Advisory Board to support TEF in making impactful grants in line with strategic goals.

Communications:

- Draft newsletters (minimum 3x per year) with updates on funded projects, the main conservation challenges Tuscany faces and major TEF news.



- Share information and updates about all ongoing and new grants made by TEF through website/socials and newsletters.
- Draft regular website updates & social content (text and images) – goal one per month.
- Social media monitoring and engagement with partners – goal one post per week.
- Create information and promotional material for TEF to assist with awareness raising and fundraising.
- Local, national and international media relations and disseminating press releases, where possible.
- Representing TEF at events and conferences – both as an attendee and presenting as public speaker.