

Antigua & Barbuda Environment Foundation - ABEF

Executive Director

- Location: Home/remote working, based in Antigua or Barbuda, with travel required across the islands.
- Hours: Consultancy contract, equivalent \$30-40,000 pro-rata depending on experience
- Start: December 2024
- To apply: Please send a CV and cover letter to sekoah@conservation-collective.org by 21st October 2024.

Conservation Collective (CC) is a global environmental charity network on a mission to protect and restore the wild places we know and love. Since 2008, the Conservation Collective has launched, funded and grown 20 Foundations where they create the most impact: on the ground, working with local communities.

CC is expanding its network by establishing the Antigua Environment Foundation (ABEF). ABEF will act as a funding body, channeling resources from private donors, corporations, trusts, and foundations to support grassroots conservation initiatives working to protect and restore nature in Antigua and Barbuda. The Foundation will raise money from individuals and businesses that love and rely on the region, its natural space, cities, coastline, and sea. It will provide financial support to the most effective projects and campaigns working to protect and restore ecosystems, reduce pollution and build climate resilience.

CC acts as a central hub providing world-class oversight, management, and support to local Foundations so that they can fund grassroots projects to deliver tangible impact. A UK-based charity, CC, was set up by Ben Goldsmith in 2020 and has since raised over £15 million. ABEF will operate as a branch of the CC, for the first 1-3 years, before launching as locally registered charitable entity.

We are recruiting an Executive Director to lead the creation of this new organisation. The day-to-day activities of the Executive Director include grant making, fundraising, communications, financial operations and supporting the governance of the foundation. Support and oversight come from the ABEF's Chair, Steering Committee, and CC's team.

The successful candidate for this role will:

- Be a pro-active, highly organised individual with an entrepreneurial approach.
- Be a strong 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 English.
- Live in Antigua or Barbuda with a driver's license and willing and able to travel
- Have a passion for the environment with experience in the environmental sector and have relevant qualifications in this field.









































Key responsibilities for the role in pre-launch phase:

Following Conservation Collective operational manual and best practice guidelines and tools and resources to take ABEF from pre-launch to live.

- Finalise a draft 'scoping report' that provides a detailed overview of the environmental issues and priorities for Antigua & Barbuda; mapping out the NGO landscape and ongoing projects that align with Conservation Collective's Impact Goals and identify funding gaps to highlight where the ABEF can make a significant positive environmental long-term impact. The report will serve to identify ABEF's areas of interest and be the basis for a strategy.
- Oversee setting up aspects of the Foundation, to include:
 - 1. Forming Steering Committee and Advisory Board and coordinate quarterly meetings for each group.
 - 2. Work with Chairman and CC team to secure least ten major donors (the Steering Committee) to each contribute a minimum of \$10,000 every year, for three years. Compile and manage donor list and convert pledged donations; follow up new opportunities and introductions.
 - 3. Develop and monitor the annual budget and cashflow.
 - 4. Develop website and social accounts, brand and marketing materials, and a host launch event. Increase awareness of and trust in ABEF's mission and work through brand development and communications, partnership building and local networking.
 - 5. Launch grants program. Carry out regular mapping, outreach and relationship & partnership development with local NGOs and key stakeholders. Identify projects matching the local environmental priorities that align with ABEF strategy and goals, encouraging and supporting them to apply for grants, and overseeing the process of selection by the steering committee two-three times a year.

Detailed overview of responsibilities of Executive Director once the Foundation is live include:

Grant Making:

- Identify /develop projects that match the priorities outlined in ABEF'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 and project related events.







































Fundraising:

- Work with ABEF Steering Committee and Conservation Collective/central team to secure new major donors with strong connections to Antigua & Barbuda. Target 100% donor retention, and 20% growth 2026/2027.
- 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.
- 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; performing due diligence on businesses to ensure alignment and reputational risks assessed).
- Apply for further funding from larger foundations to scale up selected projects when appropriate.
- Organise and promote fundraising events.

Governance & administration:

- Coordination of 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.
- Supporting the work of reviewing local registration of ABEF as a registered local entity (not before 2026).

Communications:

- Draft newsletters (minimum 3x per year) with updates on funded projects, the main conservation challenges and opportunities this region faces and major ABEF news.
- Share information and updates about all ongoing and new grants made by ABEF 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 ABEF to assist with awareness raising and fundraising.
- Local, national and international media relations and disseminating press releases, where possible.
- Representing ABEF at events and conferences both as an attendee and presenting as public speaker.





































