

JOB DESCRIPTION

Position: Chief Executive Officer
Supervise: All FoASF personnel
Report to: Board of directors of FoASF
Location: Arabuko-Sokoke Forest Ecosystem, Kenya
Key relations: FoASF Board members, KFS, KWS, CFA's and other stakeholders

Friends of Arabuko-Sokoke Forest

The Friends of Arabuko-Sokoke Forest is a company limited by guarantee, non for profit. It supports the forest management team and specifically the Kenya Forest Service (KFS) and its partners in addressing the problems the forest has

Job description

The CEO will be the primary leader of the staff and operations, set strategic direction and execution, and build strong relationships and collaborations with a wide range of local and government partners, funders, conservation organizations and networks, and other actors relevant to FoASF's work.

1) Leadership

- Develop and implement FoASF's strategy and vision in close consultation with its Board of Directors.
- Leads and develops FoASF so that it can make a more impactful contribution to biodiversity conservation and environmental sustainability of Arabuko-Sokoke Forest.
- Provide a clear vision, purpose for the organization.
- Ensure operations are well planned, implemented and managed effectively.
- Operate as a positive role model for the culture of the organization; principled and acts with integrity.
- Understands and navigate organizational dynamics; build strong informal networks.
- Develop high performing collaborative team; be inspirational and present.
- Provide the Board of Directors with trusted feedback and advice.
- Resourceful, willing to take measured risk.

2) Fundraising

- Develop high performing fundraising strategies which are cost effectively implemented.
- Engage with funding providers to support FoASF operations.
- Ensure fundraising goals are achieved.

3) Financial management

- Strong financial leadership.
- Ensure financial goals are achieved.
- Ensure financial accountability and transparency that demonstrated FoASF as leaders in the effective use of donations.

4) Communications

- Ensure there is a clear communication strategy which maximizes opportunities for advocacy, fundraising and builds FoASF's brand reputation.

5) Key stakeholder's relationships

- String leadership presence.
- Establish strong trusted stakeholder relationships that can be leveraged to help deliver results.

6) Reputation

- Develop and maintain a strong positive brand reputation for FoASF.
- Ensure FoASF profile is enhanced through media appearances, and top level engagement with Government, the general public, other NGOs and stakeholders.
- Form positive collaborative relationships with members.
- Fulfil compliance needs of all regulatory and governance frameworks.
- Uphold the highest ethical standards.

7) Advocacy

- Act as the chief external advocate for the organization ensuring key messages for the goals of the FoASF are heard.

Also undertake any other duties within reasonable limits, as requested by the Board of Directors.

QUALIFICATIONS

- Plus 10-yrs experience working in international conservation organizations around Africa
- PhD degree in relevant specialty
- Proven experience in protected areas management, law enforcement management and conservation challenge solving.
- Possess outstanding interpersonal skills and relations with potential donors and internationally renowned conservationist
- Experience in donor management, finance management and reporting and strategic planning
- Be able to solve problems with adaptability, patience and creativity
- Have experience working in Africa and directly in development or conservation NGOs

EMPLOYMENT CONDITIONS

- Compensation according to qualifications and experience in line with the national NGO sector
- Duration of work: full time
- Type and duration of contract: 2-years
- Workplace: Arabuko-Sokoke Forest, Kilifi County, Kenya

APPLICATIONS

- Letter of interest and recent CV in English, including three references, by mail to info@friendsarabukosokoke.org

- Deadline: 7. August 2020
- Job start date: immediately
- Only short-listed candidates will be contacted for interview