



Ionian Environment Foundation

Executive Director – Job Description

May 2023

The Ionian Environment Foundation (IEF) was established by friends of the Ionian Islands in 2019 to support and nurture environmental initiatives dedicated to protecting and restoring the outstanding natural beauty of these islands and the seas around them.

The essence of the IEF's approach is to provide support and guidance for conservation projects that the local communities themselves have initiated and designed. We have seen in our first four years that tangible local action can unlock solutions to shared global challenges, and that this is best achieved by empowering communities to protect their own local environment through a 'bottom-up' approach.

We work with local partners to develop and implement practical solutions to the region's most pressing environmental issues. We believe that environmental sustainability need not come at the cost of economic development – rather, that the opposite is true.

By protecting and growing the natural capital of this special corner of Greece, we will help ensure health, abundance and resilience for its natural and human communities.

The fund raises money from individuals and businesses that love and rely on the Ionian, its islands, coastline, and sea, and provides financial support to the most effective projects and campaigns working to protect and restore the natural environment of the area.

Day to day activities of the Executive Director would be focused on grant making and project development. There will also be work related to awareness and fund raising, as well as operational admin with support and oversight from the Conservation Collective team, and particularly the Greek Development Consultant.

Overview:

- Based full-time in the Ionian Region
- Minimum experience of at least 3 years working in the conservation sector.
- Good understanding of the key local stakeholders, good knowledge of the national NGO landscape.
- Background in biology, marine biology, or other environmental studies.
- Pro-active, highly organised individual with an entrepreneurial approach.
- First class communicator, capable of engaging a broad range of stakeholders.
- Fluent in Greek and English.
- Confident IT skills – including website management, social media, Mail Chimp, Excel

Applications to George Sgouros george@conservation-collective.org by 16th June 2023.



Detailed requirements

Grant making:

- Identify /develop projects matching the local environmental priorities outlined in the scoping studies and the strategy review of the IEF.
- Identify stakeholders and assist in the development of funding proposals to be submitted to the IEF for assessment and consideration, in line with the CC's internal procedures.
- Propose and develop internal projects to be implemented by the IEF.
- Identify capacity building opportunities.
- Build alliances and coalitions between various stakeholders.
- Lobby to influence policy where relevant.
- Concisely and accurately report on progress of grants to the steering committee.
- Provide bi-monthly written reports on ongoing projects implementation, expected results, impact assessment etc.
- Monitor and evaluate ongoing grants. Feed data into internal reporting process.
- Meet grantees in person in the field when possible.
- Call, review, allocate and communicate grants within the IEF Granting Schedule time

Fund raising:

- Work with Steering Committee and Conservation Collective/central team to secure new major donors with strong connections to the Ionian region.
- Follow-up on introductions and develop/nurture relationships with major donors, act as local point of reference for existing donors and supporters.
- Identify potential partners and supporters, on a local level.
- Identify potential sources for structural funding for conservation priorities and projects
- Apply for further funding from larger foundations to scale up selected projects.
- Organise and promote fundraising events.
- Engage with and apply for relevant crowd funding campaigns.
- Maintain and nurture existing IEF fundraising strategies and partnerships.

Governance & administration:

- Coordination of Steering Committee meetings in line with the IEF Granting Schedule (agendas, dates, minutes etc.)
- Coordination of Advisory Council meetings in line with the IEF Granting Schedule (agendas, dates, minutes etc.)
- Working in partnership with the CC to gather supporting donor documentation.



- Use IT systems of the CC to input updates and administrative information.
- Arrange all aspects of fund administration: local budgets, financial reports, expenses claims, etc.

Communications:

- Draft newsletters (minimum 4x per year) on project implementation, main conservation challenges of the respective area and major IEF actions.
- Draft regular English & Greek website updates & social content (text and images).
- Social media monitoring and engagement with partners.
- Assist in the creation of informational and promotional material.
- Local, national and international media relations and disseminating press releases, representing IEF at events and conferences.
- Confident in public speaking and presenting.
- Support preparing annual report from July 2024.

