



**CORAL TRIANGLE
INITIATIVE**
ON CORAL REEFS, FISHERIES
AND FOOD SECURITY



Term of Reference

CHIEF EXECUTIVE OFFICER

Coral Triangle Initiative Regional Conservation Trust Fund

(Hybrid position, preferably based in Manado, North Sulawesi, Indonesia)

I. BACKGROUND

The Coral Triangle Initiative Regional Conservation Trust Fund (“CTI-RCTF,” “RCTF,” or “the Fund”) is being established to finance programs that support the critical marine and coastal resources in the Coral Triangle. The proposed mission of the RCTF is “to support sustainable and effective management of a regional network of Marine Protected and Conserved Areas benefitting nature and communities in the Coral Triangle.” The design and development of the Fund is being led by the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) Regional Secretariat (RS), and supported by a range of strategic partners, the CT6 countries, and potential donors. The Wildlife Conservation Society (WCS) and the Conservation Finance Alliance (CFA) are providing technical assistance to the creation of the RCTF. The Fund is designed to create added value beyond the country financial contributions to the RS and any grant funds that current donors and NGOs provide, and to work in collaboration with existing national CTFs.

II. SCOPE OF WORK

The Chief Executive Officer (CEO) of the RCTF will serve as the leader of the Fund’s Secretariat, responsible for the establishment and day-to-day management of the Fund, and implementation of its mission, strategies, and policies.

Formation and Operations

1. The RCTF CEO shall be responsible for supporting the design, creation, and operations of the RCTF in collaboration with the CTI-CFF Regional Secretariat, with technical support from WCS and the CFA.
2. The CEO is responsible for reporting to the Steering Committee¹, and later Board, on the activities surrounding the development of the RCTF, and is responsible for convening regular SC meetings (every 1-2 months) and later regular Board meetings. The CEO will produce and distribute minutes from SC meetings.
3. The CEO will oversee the technical consultancies funded by the Sustainable Fisheries Asia Technical Support (SuFiA TS).
4. The CEO will oversee and support the development of long-term strategic plans, annual operating plans, internal operations manuals and policies, and annual budgets.

¹ A Steering Committee currently meets monthly to provide advice on the design and formation of the RCTF. Once the Fund is legally constituted with a Board as its governing body, the Steering Committee will be dissolved.

5. The CEO will interact with the CTI-CFF RS and other donor-funded initiatives and government initiatives in order to coordinate efforts, achieve greater efficiencies and synergies, access additional potential sources of funding.
6. When appropriate, the CEO will hire other staff of the future RCTF based on Board approved budgets, prepare work-plans for such other staff, supervise the proper performance of their duties, evaluate and (if necessary) terminate non-performing staff.
7. The CEO is responsible for developing a grant management system for RCTF's grantmaking activities to include templates for proposals, grant agreements, financial and technical reports; and a comprehensive Monitoring & Evaluation (M&E) plan.
8. The CEO will undertake financial and investment management activities for the RCTF as requested by the Board, who has the overall fiduciary responsibility.

Fundraising and Outreach

9. The CEO will collaborate with members of the SC/Board and the CTI-CFF to plan and agree on a fundraising strategy for the RCTF. The CEO, together with RCTF partners, shall research and identify potential donors, meet with and make presentations to potential donors, prepare grant applications to potential donors and negotiate the terms of grant agreements with donors, prepare reports to donors and resolve any issues raised by donors, and travel in connection with the foregoing efforts.
10. The CEO and the SC/Board will set fundraising goals for the RCTF, and the CEO will work together with members of the SC/Board and partners on an ongoing basis to implement and achieve these goals.
11. The CEO monitors/evaluates progress toward fundraising goals, provides statistical reports on an ongoing basis and as requested by the SC/Board, and suggests/ requests appropriate assistance and advice from SC/Board members and partners regarding fundraising from particular potential donors.
12. The CEO oversees the development of marketing materials, including website, social media, brochures, pamphlets, letters and information/promotional materials and submits these to potential donors, as appropriate.
13. The CEO generally represents and promotes the RCTF in day-to-day dealings, and serves as an on-going liaison with representatives of the governments of the CT6, international non-governmental organizations, international businesses that are partners or potential donors to the RCTF, multilateral and bilateral international donor agencies, foundations and high net worth individuals who are potential donors to the RCTF, research institutions, etc.
14. The CEO contacts potential donors and makes presentations about the RCTF at conferences and other organized events where donors or their representatives are present. The CEO will keep detailed records of meetings and other solicitation activities.
15. The CEO monitors proposal deadlines, prepares and edits proposals and manages proposal submissions. The CEO ensures contacts with donors are maintained and reporting requirements are met.
16. The CEO will work with the CT6 governments, NGOs, businesses, and donors to identify and to advise on designing and implementing new ways of raising revenues for biodiversity conservation and ecosystem-based adaptation to climate change.

III. COORDINATION AND REPORTING

The CEO will report initially to the CTI-CFF Executive Director until such time as the Fund is legally constituted and the Board established, and thereafter will report to the Board.

The CEO will coordinate with the RS, and with technical advisors from WCS, CFA, and SuFIA TS.

IV. QUALIFICATIONS

1. 10 years minimum working in international conservation and development with progressively increasing responsibility
2. 5-8 years' experience in fundraising, strategic planning, or institutional development
3. 5-8 years' experience in managing staff
4. Master's degree, or equivalent work experience, in the field of environment, economics, finance, or conservation
5. Extensive regional experience is highly desirable
6. Excellent communication skills in English
7. Knowledge of additional regional (CT6) languages desirable
8. Demonstrated ability to work in a multicultural, dynamic, diverse environment.

V. COMPENSATION

Compensation will be dependent on relevant experience of the candidate.

The position is a one-year contract renewable.

VI. SUBMISSION OF APPLICATION

Please submit your application which includes a cover letter, Curriculum Vitae, at least 3 (three) work references by 31 March 2023 to regional.secretariat@cticff.org.

The position is subject to open competition regardless of race, color, gender, mother tongue, religion and beliefs, or the national, ethnic or social origin.

Only shortlisted applicants will be contacted for interview.