

OPEN POSITION: Executive Director of *Haiti National Trust*



EXECUTIVE DIRECTOR

Posted: 09/03/2020

Position Type: Full-Time (Paid)

Haiti National Trust was created to protect the environment and biodiversity of Haiti for future generations. Our primary activity is to identify the biodiversity hotspots of Haiti, secure the future of these irreplaceable sites through legal protection, and establish long-term rights-based management of these sites of critical importance to Haiti. See: <https://www.haititrust.org/>

Job Description:

The Executive Director will have overall strategic, administration, and program responsibility of HNT. He or she will develop government, donor, and other stakeholder relationships to create a widely recognized and well-respected organization. The Executive Director will oversee all programmatic and administrative work of HNT, building an effective HNT that demonstrably executes its mission.

Primary Duties and Responsibilities:

Strategic Leadership:

- Drive strategic direction and implement solutions to achieve this direction.
- In partnership with the President and CEO, seek and build board involvement on HNT strategic direction for expansion to a national program.
- Develop positive relationships with key stakeholders, including shareholders, government agencies, affiliated non-profit organizations.

Organization Management:

- Develop annual budgets for Board approval.
- Ensure efficient allocation of resources necessary for the smooth operation of HNT.
- Approve expenditures and ensure that procedures follow general accounting standards.
- Submit to the Board regular financial reports showing revenue, expenditures, balances and annual audits.
- Supervise, coordinate and actively engage HNT's staff, volunteers and partnering organizations in Haiti.
- Ensure consistent quality of finance and administration.
- Ensure program implementation excellence.
- Ensure effective systems to track progress, and regularly evaluate program components to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Create and implement suitable human resource procedures.
- Develop organizational safeguarding mechanisms.

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion.
- Create and strengthen the HNT brand by building a team that can deepen and refine all aspects of communications—from web presence to external relations.
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.

OPEN POSITION: Executive Director of *Haiti National Trust*

Planning & New Opportunities:

- Participate with the President, CEO, and Board of Directors to develop a 1- and 5-year Strategic Plan that directs HNT mission in Haiti.
- Identify and inform the Board of challenges, risks and opportunities to engage in that impact HNT.
- Build partnerships in new areas of biodiversity conservation and protected area management, establishing relationships with the funders, and political and community leaders at each new site.

Managerial Reporting:

President and CEO, Haiti National Trust

Qualifications:

The Executive Director will be thoroughly committed to HNT's mission. All candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Advanced degree, ideally a minimum of a Master's in Environmental Management, Non-Profit Administration or related field, with at least 5 years of senior management experience or equivalent.
- Track record of effectively leading a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Professional fluency in French, English and Haitian Creole.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Salary and location:

HNT offers a competitive salary that is commensurate with experience. The Executive Director will be based in the Port-au-Prince / Petionville area, but national (throughout Haiti) and international travel will be an expected activity of the position.

Posting Expiration Date:

11/01/2020

How to Apply:

To be considered for this position, interested candidates must submit a CV or resume and cover letter to info@haititrust.org. This position will remain open until filled.

HNT is an equal opportunity employer.