



# APPLICATION PACK

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## **Available Position: Executive Director**

Information and Terms of Reference  
Environmental Awareness Group  
Burma Road, Osbourn  
St. George's, Antigua

# EAG Executive Director

## TERMS OF REFERENCE

Type of contract	Individual
Position	<b>Executive Director</b>
Language	English (required)
Duration	24 months
Location	Based in Antigua
Remuneration	Circa XCD81,000 per annum inclusive of statutory deductions
Date of issue	29 April 2024
<b>Application Deadline</b>	<b>31 May 2024</b>
<b>Start Date</b>	As soon as possible
Instructions	<p>Submit the following to <a href="mailto:eag@eagantigua.net">eag@eagantigua.net</a> with the subject line as “Application for Executive Director”:</p> <ul style="list-style-type: none"> <li>• A cover letter indicating interest and experience;</li> <li>• A curriculum vitae indicating experience relevant to the position;</li> <li>• Name and contact details for 3 references.</li> </ul> <p>Questions prior to submission of documents may be sent to <a href="mailto:eag@eagantigua.net">eag@eagantigua.net</a> Attn: President, Board of Directors</p>

## About the Environmental Awareness Group (EAG)

The EAG is a national not for profit non-governmental organization established in 1989 and is one of the longest running environmental NGO's in the Caribbean. Funding for the organization's operations, programme and project activities comes from regional and international donor support, membership dues, local fundraising activities, and merchandising.

The EAG's approach to its activities is collaborative: programme and project activities are designed and implemented with input from the EAG's target groups including government agencies, other NGO's, community groups, teachers, the membership, and the public.

In 2020, the EAG updated its Vision and Mission to accurately reflect the opportunities available to the organisation within this time. The updated mission now states:

*We work collaboratively towards shaping a mindful and responsible society that sustainably uses biodiversity, fosters sustainable livelihoods, and promotes nature-based solutions supported by science.*

Reflecting on this mission, the EAG has adopted the tagline “for the benefit of people and wildlife” as this encapsulates the ethos behind the work being implemented. The strategic plan outlines how the EAG intends to meet this mission and is therefore instructive for the work of the Executive Director.

## The Opportunity

This is an exciting time to join the EAG as the organization has had significant wins in the past few years. Having successfully worked with its partners for the designation of the largest marine protected area in the Eastern Caribbean known as the Redonda Ecosystem Reserve (RER), the EAG stands at the cusp of great organizational change. Recently, the EAG has been working with its partners to strengthen natural resource management within the North East Marine Management Area (NEMMA) through its Offshore Islands Conservation Programme (OICP), and has also revamped efforts towards sea turtle conservation through its Antigua Marine Conservation Programme (AMCP).

These programmes, led by competent scientists have been excelling and are shaping a new understanding of natural resources management within Antigua and Barbuda. As the EAG seeks to sustain its programmes through meaningful partnerships, it recently established a Partnership Development Unit which will be a catalyst for sustainable financing.

The Executive Director will provide strategic direction for this dynamic team of proficient technicians and professionals; helping to shape the future for further conservation efforts. The ideal candidate will be self-driven and have proven skills in fundraising, project management and sound business acumen. They will be inspirational, innovative and energetic, providing strategic and programmatic guidance for conservation and leadership for the EAG team. Working primarily from the EAG Headquarters, the Executive Director will also be able to engage and foster strong relationships with a range of partners including government agencies and officials, the private sector, and regional and international partner agencies.

The EAG Executive Director position is therefore open for someone who is interested in building on the foundation of conservation excellence that the EAG is known for, pursuing opportunities for growth and sustainability within the organization, plotting a path for greater impact, while ensuring the wellbeing of the EAG team. This leader will continue to ensure that everything that is done by the EAG and its team is done for the benefit of people and wildlife.

## **Job Description**

Under the general direction of the EAG's Board of Directors, the Executive Director plans, directs, implements, and coordinates programmes and projects to fulfil the outcomes of the EAG's Strategic Plan. Overarchingly, the Executive Director serves as the public representative of the EAG and will apply the values as identified by the Board into the general operations and outward persona of the organisation.

In addition, the Executive Director will manage company assets, optimise financial operations, provide leadership to all staff, improve staff performance, ensure compliance with all laws within Antigua and Barbuda, advise the Board of Directors on organisational activities, oversee, and streamline daily operations, and execute projects. The Executive Director, in collaboration with the Board, will assist in devising policies and strategies to meet EAG's strategic objectives.

Finally, the Executive Director shall represent the EAG at national, regional, and international meetings and forums, or designate EAG staff, members, or volunteers so to do. As the most visible representative of the EAG, the Executive Director will ensure that messaging is congruent with EAG's vision and mission.

### **A. Duties**

The Executive Director shall coordinate and implement core duties in accordance with the EAG's values and principles mandated within the By-Laws and Articles of Incorporation, and with due consideration for the laws that govern Antigua and Barbuda. These are:

1. Strategic Management
2. Fundraising
3. Human Resources Management
4. Asset and Financial Management
5. Operational Management
6. Technical Management
7. Partnership Management
8. Donor Management

In collaboration with the Board, as identified by the EAG's by-laws, the Executive Director shall implement the above-mentioned core programmes. These are elaborated below.

### *Strategic Management*

The Executive Director shall:

- Implement the EAG's Strategic Plan;
- Collaboratively review and update the strategic plan and strategic activities as necessary;
- Develop programming and activities to meet the strategic objectives;
- Communicate the strategic plan and its objectives to stakeholders through a range of outreach material and engagement strategies;
- Report to the Board of Directors and ensure mainstreaming of decisions in programmatic work plans.

### *Fundraising*

The Executive Director shall:

- Identify opportunities for grant and unrestricted funding;
- Develop project proposals for grant and unrestricted funding;
- Coordinate strategies for fundraising and work with the Board of Directors, partners, and staff to implement;
- Review the Financial Sustainability Strategy, update as necessary, and implement actions as required.

### *Human Resources Management*

The Executive Director shall:

- Recruit and retain employees, consultants, and contractors suitable for the implementation of EAG's programmes and projects and for operational activities;
- Identify internal training and capacity development needs and develop and implement a plan for filling those gaps;
- Conduct performance evaluations and work with staff to improve skills and competencies;
- Provide mentoring and guidance to any staff;
- Prepare Terms of Reference and Contracts for staff, consultants, and other contracted individuals, organisations, and agencies.

### *Asset and Financial Management*

The Executive Director shall:

- Pursue financing opportunities for all programmes, projects, and operations of EAG;
- Present financial management documents to the Board, members, and donors;
- Provide overall financial strategy direction for the sustainability of the organisation;
- Manage and implement the financial operational procedures and ensure they are in accordance with international best practices;
- Oversee the preparation of financial documents and reports for auditing as well as for the EAG Annual General Meeting (AGM);
- Ensure that the EAG is compliant with all relevant regulatory requirements related to the financial system in Antigua and Barbuda.

### *Operations Management*

The Executive Director shall:

- Develop and implement the EAG's Operational Procedures and review and update the same as needed to implement EAG's Vision and Mission;
- Train staff to ensure congruence of activities in accordance with Operational Procedures;

- In collaboration with relevant stakeholders, develop any policies and procedures necessary for the implementation of EAG's Vision and Mission;

### *Technical Management*

The Executive Director shall:

- Provide technical and strategic oversight for the development and implementation of all EAG programmes and projects;
- Monitor and evaluate overall impact and implement adaptive management strategies to address challenges as they arise;
- Develop, in collaboration with staff, partners, and technical experts, project proposals that meet EAG's strategic objectives;
- Identify technical gaps and seek support to fill them.

### *Partnership Management*

The Executive Director shall:

- Establish and maintain relationships with various organisations and utilize those relationships to strategically enhance the EAG's mission;
- Pursue opportunities to raise the EAG's profile and impact through partnerships;
- Report to the Board on all partnerships and their implications for EAG's image and the implementation of EAGs programmes and projects.

## **Required Skills and Qualifications**

- Masters in Business Administration or similar qualification as well as familiarity, background and understanding of environmental science and/or management
- Demonstrated experience interacting with natural resource management in Caribbean culture and society
- Politically savvy with strong negotiating skills relevant to national, regional, and international relations
- Experience in providing strategic direction and management to a Caribbean NGO
- Proven experience in grant writing and managing a portfolio of at least 1 million USD of projects running simultaneously
- Proven leadership, strategic and change management skills and experience. Excellent interpersonal skills with the ability to communicate and collaborate effectively with stakeholders to achieve strategic mission
- Flexible and able to work at varying times and locations
- Strategic and nimble thinker
- Empathetic leader who can work with a team from differing backgrounds
- Able to work in different environments
- Excellent written and oral communication skills, able to produce clear written reports including financial reports
- Fluency in written and spoken English and strong communication skills is a must
- Working experience in project management
- Organised, driven, motivational, innovative and fun-loving

## Desired Skills and Qualifications

- Experience in monitoring, reporting, and evaluation aspects of projects is an advantage.
- Comfortable swimmer and hiker.

	Criteria	Score
1	Masters in Business Administration or similar qualification as well as familiarity, background and understanding of environmental science and/or management.	10
2	Demonstrated experience interacting with natural resource management in Caribbean culture and society	10
3	Politically savvy with strong negotiating skills relevant to national, regional, and international relations	10
4	Experience in providing strategic direction and management to a Caribbean NGO	10
5	Proven experience in grant writing and managing a portfolio of at least 1million USD of projects running simultaneously	10
6	Proven leadership, strategic and change management skills and experience. Excellent interpersonal skills with the ability to communicate and collaborate effectively with stakeholders to achieve strategic mission	10
7	Flexible and able to work at varying times and locations	5
8	Strategic and nimble thinker	5
9	Empathetic leader who can work with a team from differing backgrounds	10
10	Able to work in different environments	5
11	Excellent written and oral communication skills, able to produce clear written reports including financial reports.	10
12	Fluency in written and spoken English and strong communication skills is a must.	10
13	Working experience in project management.	10
14	Organised, driven, motivational, innovative and fun-loving	5
	<b>Total</b>	<b>120</b>

## Application Process

Submit the following to [eag@eagantigua.net](mailto:eag@eagantigua.net) with the subject line as “**Application for Executive Director**”.

- A cover letter indicating interest and experience;
- A curriculum vitae indicating experience relevant to the position;
- Name and contact details for 3 references.

Questions prior to submission of documents may be sent to [eag@eagantigua.net](mailto:eag@eagantigua.net) Attn: President, EAG.

The closing date for expressions of interest is **Friday 31st May 2024 at 11:59pm AST**. We will endeavour to reply to all applicants. If you do not hear from us within four weeks after the closing date, however, please assume that you have not been successful on this occasion.

**The EAG values diversity and aims to be an equal opportunity employer.**