



NATURE IRAQ JOB OPENING: Executive Director

The Executive Director (ED) is the chief executive of Nature Iraq, an Iraqi, non-profit organization focused on environmental conservation and restoration in Iraq. Accountable to the Board of Directors, the ED is responsible for overseeing the operational management of Nature Iraq, as well as the administration of programming, in order to achieve the organization's mission and vision.

Organization Description

Nature Iraq is an Iraqi non-governmental organization registered in Iraq, accredited to the [United Nations Environment Programme \(UNEP\)](#) and Iraq's first and only Affiliate to [Birdlife International](#). We work to protect, restore, and preserve Iraq's natural environment and the rich cultural heritage it nourishes. Nature Iraq maintains offices and staff in Sulimaniyah, Kurdistan Iraq, Chibaish, Southern Iraq and Baghdad, Central Iraq.

Our Mission

Nature Iraq was created to protect, restore, and preserve Iraq's natural environment and the rich cultural heritage that it nourishes. Our mission includes fulfillment of the following goals:

1. Improve the capacity of Iraq's institutions to protect its environment, including local and national governmental and non-governmental bodies, along with universities, colleges, and scientific institutes.
2. Develop a scientific database of environmental conditions and trends within Iraq through environmental monitoring and research programs focusing on water resources, ecology, and biodiversity.
3. Encourage environmental awareness and stewardship of Iraq's environment by promoting community-based environmental centers and clubs, developing environmental education programs in Iraq, and maintaining global awareness of Iraq's environment.
4. Promote the sustainable use of Iraq's environment and resources, respect and balance the traditional use of the environment by indigenous inhabitants, preserve wildlife and biodiversity, and address the economic needs of both local inhabitants and the nation.

Our Guiding Principles

- Nature Iraq's guiding principles are reflected in the work we do:
- We foster dialogue and decision-making through consensus;
- We maintain a separation from political, ethnic and religious factions;
- We respect cultural diversity and traditional knowledge;
- We follow international guidelines and conventions for environmental restoration;
- We focus on local capacity building of existing and emerging Iraqi institutions;
- We collect and use the best scientific information available; and

- We encourage local stewardship and work to engage indigenous inhabitants in planning projects and decision-making.

More information is available on the Nature Iraq website: www.natureiraq.org

Primary Duties and Responsibilities

- **Fiscal and development management (45-50%):** administer internal organization plans to meet grant deliverables and fundraising goals, fundraising and grants management.
- **Organizational administration (10-15%):** provide strategic leadership and oversight of the execution of Nature Iraq's mission and vision.
- **Internal & International Relations & Building support for NI Programs (40%):** Representing Nature Iraq within Iraq, the region and internationally

Fiscal and Development Management (45-50%)

- Review monthly financial statements prepared by the accountant/bookkeeper on all Nature Iraq accounts, project funds, and endowment before regular submission to the Board of Directors (BoD). Ensure that yearly audits of Nature Iraq accounts are accomplished.
- Lead the yearly budget planning process for staff and BoD.
- Oversee grant-related finances and outcomes working with the BoD, managers and staff to assess the current status of grants, progress toward goals, objectives, deliverables, grant report deadlines and project funding. Leading and/or overseeing the grant writing/fundraising process including developing proposals, identifying grant deliverables, coordinating plans to achieve results, fulfilling budget requirements, and generating required grant reports.
- Collaborate and communicate with funders and partners to address progress toward goals and any changes in project scope.
- Work with Operations Director, Project Managers and all staff to develop new funding proposals.

Organizational Administration (10-15%)

- Provide updates to the Board of Directors (BoD) through a written monthly ED report, organize and attend regular BoD meetings, and coordination of direct staff reports, as needed.
- Evaluate the Operations Director, Office and Regional Managers and Program Director
- Oversee Staff/Projects Management & Coordination
- Participate in strategic planning with BoD, staff and both current and future partners.

Internal & International Relations & Building support for NI Programs (40%)

- Serve as spokesperson for Nature Iraq to the government, media, and the general public and represent NI at international, regional and national-level meetings.
- Cultivate positive member and donor relations through e-mail/phone correspondence, grant reports and speaking events.
- Maintain relationships with funders, key political and community partners, primary collaborators, contractors and general members to strengthen Nature Iraq's environmental and sustainable development programming and profile.
- Communicate the organization's vision and mission to stakeholders through our website, newsletters, public presentations and community-based media channels.

- Travel as needed in these capacities.

Qualifications

1. Combination of training and work experience matched with a Masters degree or higher in a field relevant to the work related to environmental preservation, biodiversity conservation, water resources management, and/or sustainable development.
2. Bilingual in Arabic/English required. Excellent English writing skills including grants, professional letters, and reports. Kurdish Language skills a plus.
3. Iraqi expatriate or national with ability to travel internationally.

Experience & Skills Desired

5+ years of executive experience including supervision of multiple employees, demonstrating outstanding leadership and management capacity. Strong, charismatic leader who motivates others to participate and negotiate agreements between stakeholders in an Iraqi context. Strong knowledge of environmental and/or development issues in Iraq is desired.

3+ years of professional non-profit fundraising and development experience. At least 2 years at a director level, with a demonstrated track record of success. Small and startup non-profit environments a plus.

3+ years of financial responsibility and budgeting for small or medium organizations.

Note: This position requires strong interpersonal skills and a strategic thinker who is entrepreneurial, energetic and capable of envisioning the “big picture” with the BoD and staff to move the organization into the future.

How to Apply:

Application Information

Please send a cover letter, resume, writing sample, and three references to info@natureiraq.org. Email applications preferred. Please, no phone calls. Position is open until filled. Interviews begin immediately. More information on Nature Iraq can be found on our website at www.natureiraq.org