

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

Job Title	Regional Director, Americas
Division	Americas Secretariat
Region	Americas
Location	The Americas Secretariat office in Quito, Ecuador. Open to consider other locations within the Region, if a workable arrangement is possible.
Name of Job Holder	

1. OVERALL PURPOSE OF JOB

To lead and effectively manage the overall responsibilities and functions of BirdLife International's Americas team *especially* by ensuring provision of effective support to the network of BirdLife Partner organisations in the Americas Region; delivery of planned conservation work in line with the BirdLife strategy; facilitating fundraising for the Partnership; promoting joint initiatives and programmes; and representing as appropriate the BirdLife International Partnership in the region.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Global Director for Science, Policy and Information in UK
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
All managers of units in the Americas Secretariat offices, to include Head of Conservation and Science; Finance and Admin Manager
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
All Americas division staff and all members of the Management Team in Cambridge and across the Secretariat.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
BirdLife Americas Regional Committee (EXCRA), BirdLife Americas Council representatives, all Americas Partners and prospective partners. Other BirdLife Partners from outside the region supporting Americas Partners.

3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	3	General Public	3	Institutional policy makers /Politicians/ Corporations	3
BirdLife Advisory Groups, Committees, Reg. Councils	3	Press & Media	2	Institutional Funders	3
BirdLife Global Council	2	Regulators/Legislators / Auditors	3	Individual donors/ members	3
Suppliers/Service Providers	1	Scientific Community	2	Royalty/VIPs/ High worth Individuals	3
Level of Contact					
1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.					
2.= Presenting/Representing/Reporting "Relationship management". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow.					
3.= Justifying/Negotiating - "Influencing decision makers". Frequent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<p><i>Strategic Planning, Organisational Management and Governance</i></p> <ol style="list-style-type: none">1. Lead the annual cycle of development of the Americas Secretariat's work plan, budget and reporting as part of the overall Secretariat planning mechanism.2. Provide strategic coordination and leadership for the BirdLife Partners in the Americas to continue to develop and implement an effective joint BirdLife programme in the Americas.3. Co-ordinate and promote effective planning, collaboration and information sharing between BirdLife Partners and with the Secretariat and other regional divisions.4. Work with and support the development and functioning of the BirdLife Americas Regional Council (ExCRA) – the governing council of BirdLife Partners in the Americas.5. Provide Americas BirdLife Partners and Secretariat input into the global strategy, programmes and policies of BirdLife International as part of the Senior Management Team.6. Build a strong Americas Secretariat team, including through effective staff management and motivation, to service the BirdLife Americas Partnership.7. Oversee the Americas' Secretariat's legal, financial and administrative (including HR) operations8. In coordination with legal representation as appointed or delegated by the BirdLife CEO, ensure compliance with all statutory and separate legal entity responsibilities as required. <p><i>Conservation</i></p> <ol style="list-style-type: none">9. Support the continuing development and ensure alignment of Americas Secretariat support to relevant BirdLife partners particularly in programme development and implementation, as needed.10. Ensure delivery of the BirdLife conservation strategy in the Americas region through the BirdLife Programmes as appropriately prioritised by the BirdLife Partners in the Americas.11. Coordinate the provision of appropriate support from the Americas Secretariat to specific conservation initiatives, campaigns and events at the global and regional level12. Encourage Partners to take responsibility for specific initiatives, roles and delivery of parts of the Americas programmes, provide appropriate supervision and support and ensure good communications and reporting <p><i>Network & Capacity Development</i></p> <ol style="list-style-type: none">13. Develop and extensively liaise with the Americas Partnership, with special regard to promoting joint programmes, and the effective functioning of the BirdLife Partner to Partner Cooperation System.14. Co-ordinate the planning and take responsibility for the organisation of Regional Partnership Meetings and Conferences in collaboration with other members of the Americas Secretariat and Partners.15. Maintain efficient and productive working relationships with the Americas Council (ExCRA) to oversee, monitor, guide and report on the BirdLife Americas Programme.16. Guide and support the process to develop and implement Americas Partnership Network and Capacity Development Plans to strengthen and expand the Americas Partnership and Americas Partners to continue to meet Partnership Criteria as approved by Council. <p><i>Science, Policy & Advocacy</i></p> <ol style="list-style-type: none">17. Ensure strategic scientific support provided by the team to the Americas Regional Program and BirdLife Partners18. Represent the BirdLife Partnership and Programme at a strategic level to Americas based institutions and organisations.19. Promote BirdLife priorities to key decision makers and centres of influence in the Americas region and develop collaboration where appropriate.

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Fundraising and Communications

- 20. Liaise with donors and across the Global Secretariat to ensure the Secretariat and Partnership are adequately funded to implement the Americas Programme.
- 21. Ensure good relations are built and maintained with all donors, through timely and effective delivery, reporting and communications.
- 22. Support the development and implementation of Communications and Fundraising plans in support of programme development and conservation delivery

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Delegated budgetary responsibility.
Contracts – Funders	Delegated budgetary responsibility.
Contracts – Staff/Consultants	Contract consultants and hire staff as needed and appropriate, and in line with internal procedures
Contracts – Service providers	Contract consultants as needed and appropriate, and in line with internal procedures
Legal Responsibility	In coordination with legal representation as appointed or delegated by the BirdLife CEO, ensure compliance with all statutory and separate legal entity responsibilities as required.
Other	

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Educated to post graduate degree level in a conservation/environment related field, or equivalent experience.
Job Specific Education/Qualification	A degree/qualification or other background in conservation/environmental discipline or equivalent experience.
Job Specific Knowledge	In depth knowledge of international conservation and sustainable development. Ability to explain complex, scientific/programmatic issues to different audiences. Ability to “sell” BirdLife International’s Programmes in order to raise funds and promote to possible partners. Ability to manage and nurture key donor relationships. An understanding of and commitment to, the development of biodiversity conservation and civil society. An international outlook with a working understanding of, and respect for different cultures.
Experience	Demonstrable extensive experience in programme development, people management and successful fundraising.
Management & organisational skills	Strong leadership and people management skills. Good organisational and problem-solving skills. Able to organise own time and priorities, work with minimal supervision and work well under pressure. Good team-working ability. Good financial literacy (understanding budgets).
Communications skills	Strong verbal and written communication skills, with the ability to draft documents and correspondence to the highest standards of presentation, accuracy and clarity. Tact and diplomacy in dealing with people and outside organisations at all levels.

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	Professional and confident interpersonal skills.
Creativity & Initiative	Able to summarise and simplify complex information. Able to come up with solutions for complex problems and think 'outside the box'.
Computer Literacy	IT literate (Word, Excel, Access, Power Point, databases, email, social media and internet), able to use other office technologies, able to type with speed and accuracy.
Languages	Fluent in English and Spanish
Travel requirements	Willingness to travel overseas/away from home up to four weeks per year or more as needed and appropriate.
Other key requirements	Discretion with confidential correspondence and other matters. Able and willing to work flexibly to meet deadlines when circumstances require this.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
The ideal candidate will be an inspiring personality who enjoys working in partnerships; will be good at organising others where necessary; will be supportive to those working under pressure. He/She will be committed to international conservation, and will have a positive "can do" attitude.	

Prepared by:	Date:
Melanie Heath/Patricia Zurita	March 2019