

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Biodiversity Conservation Manager (Grasslands)
DIVISION/DEPARTMENT:	Conservation Action and Science Unit, Americas Secretariat

1. OVERALL PURPOSE OF JOB

To develop (strategically, technically and through fundraising) and manage, in line with the Americas Regional Programme and the overall BirdLife Global Strategy 2014–2020, the implementation of the Americas Hemispheric Grasslands Alliance.

The jobholder's primary responsibilities will be to:

1. Lead the development and management of a coherent Hemispheric Grasslands Alliance initiative (that coordinates closely with the Flyways, IBAs, PEP and Climate Change programs, and the Ecosystem Services initiative).
2. Oversee the implementation and management of an agreed portfolio of Americas projects under the Hemispheric Grasslands Alliance initiative, providing strategic advice for their development and support to the Partners for their effective implementation.
3. Fundraise for/ provide input necessary for the development of funding proposals relevant to the Hemispheric Grasslands Alliance initiative.
4. Provide strategic and scientific support for the Americas Regional Program.
5. Provide strategic and technical support to BirdLife Partners, through the Grasslands Alliance initiative.
6. Support the Americas Secretariat team, Partnership and Regional Council.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):

Head of Conservation Action and Science Unit

REPORTING TO JOB HOLDER (LINE MANAGED STAFF):

Conservation Projects Officers (and subcontracted project staff or consultants)

PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:

Working with the other Americas Biodiversity Conservation Managers, regarding strategic, programmatic and technical aspects of our work, to ensure coherence and synergies between the Global Programs being implemented within the Americas, and to look for efficiencies of conservation delivery and support to the Partners.

Working with the Regional Director, Heads of Units and "function" managers and Conservation Projects Officers to advance the strategic development and implementation of the Hemispheric Grasslands Alliance and associated projects; fundraise for this work; and ensure effective implementation and reporting on individual projects.

Working with the Americas Office Manager to ensure timely, accurate reporting (by Partners and to donors) on programs, projects and Grasslands Alliance-related expenditures, and development of robust project budgets.

Working with Global Fundraising Team (Global Office and through FunCI) in relation to proposal development, donor management and developing donor opportunities.

PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK :

Working with Americas BirdLife Partner staff (at all levels, from CEO downwards and including national coordinators) in Grasslands Alliance countries to ensure effective and efficient strategic development and consolidation of the Alliance, and at the same time, supporting the ongoing conservation work of the Grasslands Alliance partners with site conservation actions, and with fundraising for conservation programs.

Working with Americas BirdLife Partner staff active on other BirdLife Global Programmes that overlap directly with the Grasslands Alliance initiative (such as Flyways, PEP, IBAs and Climate Change) as appropriate.

PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:

1. Working with non-BirdLife Alliance members to support their activities which help meet the Alliance's mission, goals and objectives.
2. Working with Alliance board, certification council and technical advisory committee members to ensure their

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- effective involvement in Alliance activities.
3. As required, Americas Regional Council (CRA) members.
 4. As required, BirdLife Global Council (especially those from the Americas).
 5. Senior staff and Boards of potential partner organisations (as identified in the Network Development Plan) in countries for which post holder is Country Focal Point.
 6. Senior staff and officials within: government agencies and ministries (e.g. USFWS, CWS, USFS); UNDP, UNEP, World Bank, GEF; funding organisations (e.g. where post holder is the fund manager); foundations; and bilateral/multilateral agencies.
 7. Senior staff in national and international conservation organisations (including NGOs, museums and universities) and other collaborating institutions.
 8. Individual collaborators, experts and donors throughout the region.

2 (a). KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	3	General public	2	Policy makers (institutional /politicians/ corporations)	2
BirdLife advisory groups, committees, reg. councils	3	Press & media	2	Funding organisations (institutions, foundations, corporations)	2
BirdLife Global Council	1	Regulators/ legislators/ auditors	1	Individual donors/ members	2
Suppliers/service providers	3	Scientific community	2	VIPs/ royalty/ high worth individuals	2
<p>Level of Contact</p> <p>1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.</p> <p>2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.</p> <p>3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p>					

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <p>Conservation Action</p> <ol style="list-style-type: none"> 1. Develop (strategically, technically and through fundraising) and manage the implementation of the Hemispheric Grasslands Alliance initiative in the Americas. 2. Liaise closely with the Conservation Action team in areas of program overlap and support. 3. Develop and support national Grasslands Alliance initiatives through strategic planning, technical advice and securing funds for their implementation. 4. Develop and manage site-based Grassland conservation projects and activities with Partners, through strategic planning, technical advice, mentorship support, securing funds for their implementation and project management. 5. Operationalize the Grasslands Alliance's certification scheme for "biodiversity-friendly natural grasslands beef". 6. Ensure the provision of appropriate technical support to producers/ ranchers in the application of best management practices. 7. Develop additional incentives for the conservation of natural grasslands. 8. Strengthen the membership base of the Hemispheric Grasslands Alliance. <p>Science and Information Management</p> <ol style="list-style-type: none"> 9. Provide strategic, technical and scientific support to BirdLife Partners through the Hemispheric Grasslands Alliance initiative. 10. Ensure that the IBA database is maintained up-to-date with information from the Hemispheric Grasslands Alliance initiative.
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11. Provide strategic and scientific support in the development and implementation of Americas Regional Program.

Fundraising

12. Liaise with and seek to influence program supporters (e.g. aid agencies, foundations, international conservation NGOs and partners).
13. Develop and strengthen relationships and collaborations with influential donors, corporations, conservation decision-makers, governments and institutions with a view to building financial sustainability for the Grasslands Alliance.
14. Develop, or provide input into/ support the development of funding proposals for Grasslands Alliance action at the site, national or programmatic level.
15. In consultation with the Head of Conservation Action and Science and the Global Fundraising Team, cultivate donors (foundations and individuals) and secure funds for the Hemispheric Grasslands Alliance initiative, and build towards financial sustainability.
16. Support the Americas Secretariat team, Partnership and Regional Council in their fundraising efforts.

Communications and Marketing

17. Ensure communication (via various media) of key outputs, achievements, news and threats to the Americas Secretariat team, Global Secretariat, BirdLife Partners and the wider conservation community.
18. Coordinate the maintenance of an active web site on the work of the Grasslands Alliance and its partners as well as generate and share newsworthy items affecting grasslands.
19. Represent/ be the spokesperson for the Hemispheric Grasslands Alliance and BirdLife in key fora (e.g. steering committees, advisory groups, workshops, conferences, meetings, events, etc.) as requested.
20. Facilitate the exchange of experiences between the Alliance and other grassland conservation initiatives.

Policy and Advocacy

21. Integrate the Hemispheric Grasslands Alliance initiative and associated project work into BirdLife's global policy initiatives and programs, and be informed by global policy work in program development.
22. Work with the Global Climate Change Policy Coordinator in relation to ecosystem-based adaptation to climate change within grasslands areas.
23. Track and report on policies that impact the destruction of the grasslands across the hemisphere.

Strategic Planning and Development

24. Lead on the strategic development of the Hemispheric Grasslands Alliance initiative in the Americas (and globally through the associated Global Programs).
25. Advise Americas and Global Secretariat staff on broad, strategic issues relevant to the work of the Regional Secretariat.
26. Provide strategic support to Partners through the development and implementation of the Hemispheric Grasslands Alliance initiative.
27. Evaluate progress and track accomplishments of the Hemispheric Grasslands Alliance and feed results into the strategic development of the initiative.

Administration and Finances (Project Management)

28. Provide input into annual regional work planning and budgeting processes.
29. Communicate with project and program funders/ donors as outlined in funding agreements.
30. Ensure timely project delivery, within budget (having approved budgeted project expenditures) and to a high quality, and evaluate outcomes.
31. Ensure timely reporting on programs, projects and Grasslands Alliance-related expenditures (for management and donors), and the development of robust project proposal budgets.
32. Provide secretariat services to the Alliance board, the certification council, the technical advisory committee, and other *ad hoc* committees and councils that might be formed.
33. Facilitate and coordinate involvement of the Alliance board, certification council and technical advisory committee members in Alliance activities.
34. Convene and service Alliance meetings (including technical meetings, such as the "encuentros de ganaderos", and coordination/strategy meetings).
35. Oversee the expansion of the Alliance (communications with potential members, proposals presented to Alliance board).

4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Financial and Budgetary (projects) authority resides with the Americas Office Manager (in coordination with the Biodiversity Conservation Manager as appropriate).
Contracts – Funders	N/A

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Contracts – Staff/ Consultants	N/A
Contracts – Service providers	May have delegated responsibility to negotiate contracts. In coordination with Office Manager (to then be signed off on by the Regional Director in coordination with Head of Conservation Unit).
Legal Responsibility	No.
Other	Representation of BirdLife at external meetings. Proposals to funders drafted by Biodiversity Conservation Manager in coordination with Head of Conservation Unit and Financial Manager (in relation to Budget issues), and approved/ signed by Regional Director. Contracts with Partners (incl. project partners) drafted by Finance and Admin team in coordination with Biodiversity Conservation Manager, and approved/ signed by Regional Director in coordination Head of Conservation Unit.

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum Education General	Relevant first degree (e.g. biology, natural resources management, geography, environmental science, agronomy).
Job Specific Education/ Qualification	M.Sc. or a Ph.D. in Biodiversity Conservation, Natural Resources Management or related areas or equivalent experience.
Job Specific Knowledge	Good knowledge of birds, their habitats and priority sites in the Americas and understanding of key regional political, conservation and development issues. Proven ability to design, manage and co-ordinate programmes, projects and budgets to completion. Proven ability to secure funds. Familiarity with international conservation issues, including relevant multilateral environmental agreements and instruments.
Experience	Substantial work experience and proven track record in biodiversity conservation and development fundraising, strategic planning, program and project development, and management of conservation projects, preferably at international level.
Management organisational skills &	Ability to work under pressure and meet deadlines. Ability to network, motivate and collaborate with others, with cultural sensitivity. Experience with strategic and project planning and management tools, and demonstrated ability to evaluate performance. Ability to coordinate a wide range of concurrent activities and prioritise effectively to meet deadlines. Ability to act independently, often with minimal supervision, but also work in a team spread across several locations. Able to work under pressure and as a positive and helpful team member.
Communications skills	Excellent communication skills (both oral and written), negotiation and diplomatic skills including ability to understand complex programmatic and technical issues and explain them to a wide range of audiences Ability to network effectively to maintain good relationships with existing collaborators and donors, forge new collaborations, and help raise awareness of BirdLife's work and vision.
Creativity & Initiative	Ability to pursue new and unfamiliar challenges, work independently, think on one's feet, and devise innovative solutions to novel challenges. Innovative and creative approaches to project design and planning, program development, proposal writing, fundraising and international program coordination/implementation. Ability to translate objectives into action. Good organisational, managerial and communication skills. Good attention to detail.

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Computer Literacy	High proficiency in MS Office (especially Outlook, Word, Excel, Access and PowerPoint) and ideally GIS software (ESRI/Arc suite).
Languages	Fluency in English and Spanish. A third language desirable (Portuguese or French). Ability to avoid jargon and use clear, simple language when the situation demands.
Travel requirements	Willingness to travel regularly, sometimes for extended periods within the Americas.
OTHER DESIRED/ HELPFUL KNOWLEDGE/ SKILLS/ ATTRIBUTES	
A genuine interest in the environment, biodiversity conservation, the NGO sector and civil society; experience of forging collaborative partnerships; experience of project design and planning; proposal writing; fundraising; and international project coordination/ implementation.	
Motivated by a passion for bird and biodiversity conservation in the Americas.	

Prepared by:	Date:
Maria Dolores Jacome	October 2021