JOB TITLE: Conserva Aves Programme Manager, Americas
DIVISION/DEPARTMENT: Conservation Action and Science Unit, Americas Secretariat

1. OVERALL PURPOSE OF JOB

In line with the Americas Regional Programme and the overall BirdLife Global Strategy, develop and manage the implementation of the Conserva Aves Initiative in the Americas. The job holder’s primary responsibilities will be to:

1. Lead the implementation of BirdLife’s support to the Conserva Aves Initiative in the region.
2. Oversee the implementation and management of training and monitoring activities, and other related priorities of an agreed portfolio of funded projects in the 4 countries of the tropical Andes
3. Fundraise for/ provide input necessary for the development of funding proposals to support the implementation of Conserva Aves in the Tropical Andes or in any of the 5 additional countries that are part of the initiative.
4. Facilitate information and lessons learned sharing between partners in the region.
5. Support National Coordinators to lead their country activities
6. Provide strategic and technical support to BirdLife Partners, through the Conserva Aves Initiative
7. Be part and contribute to the Conserva Aves Management team, working closely with National Audubon, ABC and RedLac.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):

Head of Conservation Action and Science Unit

REPORTING TO JOB HOLDER (LINE MANAGED STAFF):

None

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 activities 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 Conservation Projects Managers to advance the implementation of the Conserva Aves Initiative 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 Conserva Aves-related expenditures, and development of robust project budgets.

Working with Regional and 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 Conserva Aves national coordinators) in Conserva Aves countries to ensure effective and efficient strategic development and consolidation of the Initiative.

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

**PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:**

- Working with non-BirdLife Alliance members to support their activities which help meet the Conserva Aves, goals and objectives.
- Working with Conserva Aves Steering Committee, Management Committee, and national coordinators to ensure their effective involvement in Conserva Aves activities.
- As required, Americas Regional Council (CRA) members.
- As required, BirdLife Global Council (especially those from the Americas).
- 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.
- 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.
- Senior staff in national and international conservation organisations (including NGOs, museums and universities) and other collaborating institutions.
- Individual collaborators, experts and donors throughout the region.

**2 (a). KEY WORKING RELATIONSHIPS GRID**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Level (1-3)</th>
<th>Contact</th>
<th>Level (1-3)</th>
<th>Contact</th>
<th>Level (1-3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BirdLife network / other NGOs</td>
<td>3</td>
<td>General public</td>
<td>2</td>
<td>Policy makers (institutional/politicians/corporations)</td>
<td>2</td>
</tr>
<tr>
<td>BirdLife advisory groups, committees, reg. councils</td>
<td>3</td>
<td>Press &amp; media</td>
<td>2</td>
<td>Funding organisations (institutions, foundations, corporations)</td>
<td>2</td>
</tr>
<tr>
<td>BirdLife Global Council</td>
<td>1</td>
<td>Regulators/legislators/auditors</td>
<td>1</td>
<td>Individual donors/members</td>
<td>2</td>
</tr>
<tr>
<td>Suppliers/service providers</td>
<td>3</td>
<td>Scientific community</td>
<td>2</td>
<td>VIPs/royalty/high worth individuals</td>
<td>2</td>
</tr>
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</table>

**Level of Contact**

1. = General informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.
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.

**3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES**

**By main work area:**

**Conservation Action**

1. Develop (strategically, technically and through fundraising) and manage the implementation of Conserva Aves Initiative.
2. Liaise closely with the Conservation Action team in areas of program overlap and support.
3. Develop and support national Conserva Aves initiatives through strategic planning, technical advice and securing funds for their implementation.
4. Ensure the provision of appropriate technical support to Conserva Aves beneficiaries in the application of best management practices for bird conservation and protected area management.

**Science and Information Management**
5. Provide strategic, technical and scientific support to BirdLife Partners for the implementation and management of a strong impact monitoring system for Conserva Aves.
6. Analyse national monitoring information and prepare impact reports at the Regional Level.
7. Prepare relevant monitoring information and tools to show the initiative’s impact at the Regional Level.
8. Develop and manage a Dashboard for Conserva Aves.
9. Ensure that the IBA database is maintained up-to-date with information generated through Conserva Aves.
10. Provide strategic and scientific support in the development and implementation of Americas Regional Program.

Training
11. Identify additional training needs for applicants, beneficiaries and technical teams at the national level.
12. Work with consultants and providers to ensure the proper maintenance of the training platform.
13. Develop training content according to Conserva Aves needs.

Fundraising
14. Liaise with and seek to influence program supporters (e.g. aid agencies, foundations, international conservation NGOs and partners).
15. 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 Conserva Aves Initiative.
16. Develop, or provide input into/ support the development of funding proposals for Grasslands Alliance action at the site, national or programmatic level.
17. In consultation with the Head of Conservation Action and Science and the Global Fundraising Team, cultivate donors (foundations and individuals) and secure funds for Conserva Aves, and build towards financial sustainability.

Communications and Marketing
18. Work with BirdLife’s Americas Marketing and Communications Manager to 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.
19. Coordinate with the BirdLife’s Americas Marketing and Communications Manager and Conserva Aves Partners the generation of good communications pieces around the initiative.
20. Represent/ be the spokesperson for BirdLife on topics related to Conserva Aves in key fora (e.g. steering committees, advisory groups, workshops, conferences, meetings, events, etc.) as requested.
21. Facilitate the exchange of experiences between the Conserva Aves BirdLife partners with other conservation initiatives.

Policy and Advocacy
22. Integrate the Conserva Aves initiative and associated project work into BirdLife’s global policy initiatives and programs, and be informed by global policy work in program development.
23. Work with the Global Climate Change Policy Coordinator in relation to ecosystem-based adaptation to climate change within subnational protected areas.
24. Track the impact of Conserva Aves on 30x30 targets at the country level.

Strategic Planning and Development
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 implementation of Conserva Aves in the Americas.
27. Evaluate progress and track accomplishments of Conserva Aves at the national and regional level.

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 Conserva Aves related expenditures (for management and donors), and the development of robust project proposal budgets.

32. Convene and service Conserva Aves meetings (including technical meetings, such as the and coordination/strategy meetings as needed).

4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

<table>
<thead>
<tr>
<th>RESPONSIBILITY AREA</th>
<th>LEVEL OF AUTHORITY</th>
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<tbody>
<tr>
<td>Financial/Budgetary</td>
<td>Financial and Budgetary (projects) authority resides with the Americas Finance and Administrative Manager (in coordination with the Biodiversity Conservation Manager as appropriate).</td>
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<tr>
<td>Contracts – Funders</td>
<td>N/A</td>
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<tr>
<td>Contracts – Staff/Consultants</td>
<td>N/A</td>
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<tr>
<td>Contracts – Service providers</td>
<td>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).</td>
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<tr>
<td>Legal Responsibility</td>
<td>No.</td>
</tr>
<tr>
<td>Other</td>
<td>Representation of BirdLife at external meetings. Proposals to funders drafted by Biodiversity Conservation Manager in coordination with Head of Conservation Unit and Office 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.</td>
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5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

<table>
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<tr>
<th>REQUIREMENTS</th>
<th>KNOWLEDGE/SKILLS/ATTRIBUTES</th>
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<tbody>
<tr>
<td>Minimum General Education</td>
<td>Relevant first degree (e.g. biology, natural resources management, biostatistics, ecology, etc.)</td>
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<tr>
<td>Job Specific Education/Qualification</td>
<td>M.Sc. or a Ph.D. in Biodiversity Conservation, Natural Resources Management or related areas or equivalent experience.</td>
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<tr>
<td>Job Specific Knowledge</td>
<td>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.</td>
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<tr>
<td>Experience</td>
<td>Substantial work experience and proven track record on protected area designation and management, bird, livelihoods and biodiversity monitoring, and training.</td>
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<tr>
<td>Management &amp; organisational skills</td>
<td>Ability to work under pressure and meet deadlines. Ability to network, motivate and collaborate with others, with cultural sensitivity.</td>
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Experience with strategic and project planning and management tools, and demonstrated ability to evaluate performance and impact. 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.

Must be adaptable and culturally sensitive, able to pursue new and unfamiliar challenges.

**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. Good organisational, managerial, communication skills and attention to detail.

**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**

The job requires: 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.

A team player, with the ability to work independently, being motivated by a passion for bird and biodiversity conservation in the Americas.

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<tr>
<th>Prepared by:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Itala Yépez</td>
<td>16/05/2022</td>
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