

## BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

<b>JOB TITLE:</b>	<b>Sustainable Finance Manager – Americas Region</b>
<b>DIVISION/DEPARTMENT:</b>	<b>Conservation Action and Science Unit, Americas Secretariat</b>

### 1. OVERALL PURPOSE OF JOB

BirdLife International is the world's largest and oldest international alliance for the conservation of birds and their habitats. BirdLife is a global Partnership of over 120 national conservation organisations that work together on shared priorities, policies and programmes of conservation. BirdLife Partners are non-governmental organizations representing a unique geographical area or territory (usually a country) and are supported by large grassroots membership programmes. BirdLife has a decentralised Secretariat with a global office in Cambridge, UK and six regional offices (Quito, Brussels, Amman, Nairobi, Singapore, and Suva) that co-ordinate activities, disseminate information and provide services to the Partners. Together, the BirdLife Secretariat and Partners form a powerful global conservation movement working at local, national, regional and global levels.

The Americas Sustainable Finance Manager will act as BirdLife's focal point for the design and development of conservation finance mechanisms and instruments in collaboration with BirdLife Partners and allies across the western hemisphere. They will lead efforts to secure investment and financing deals to advance our organization's goals for these mechanisms. This is a cross-cutting role that will serve as a resource on conservation and sustainable finance issues across BirdLife's distinct programmes in the Americas.

This position will focus on building sustainable financial mechanisms and instruments for three principal areas of work: the Forest Programme in the Americas, the Conserva Aves Initiative, and the Americas Flyways Initiative (AFI). The position will report directly to the Senior Conservation Manager and will coordinate with BirdLife's global Conservation Finance Team to ensure cohesion with global initiatives/priorities.

The jobholder's primary responsibilities will be to **assess opportunities** for conservation/sustainable finance at organizational, programmatic and landscapes scales, and **support the development** of instruments or mechanisms targeting "non-traditional" sources of finance and market-based approaches within BirdLife's portfolio in the Americas region. The Conservation Finance Manager **will assist BirdLife Partners in securing sustainable and diversified sources of income** to support their organizations and conservation actions. Examples of instruments being scoped or developed in the region include private investment into conservation-oriented enterprises or organizations, green/blue bonds, and carbon and other PES projects. The jobholder will likely be engaged in supporting fundraising from philanthropy, corporates and multi-laterals where it is linked to development of sustainable finance mechanisms.

### 2. WORK RELATIONSHIPS

<b>REPORTING TO (LINE MANAGER):</b>
Senior Conservation Manager
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF):</b>
Subcontracted project staff or consultants, and potentially interns
<b>PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:</b> <i>(Include nature of work relationship)</i>
Working with the Americas Regional Director and Biodiversity Conservation Managers, regarding strategic, programmatic and technical aspects of our work, to ensure coherence and synergies between Regional and Global initiatives and priorities, and to look for efficiencies of conservation delivery and support to the Partners.
Working with the Regional Director, program managers, projects officers and interns to advance the strategic development and implementation of innovative conservation finance solutions for the BirdLife Americas programmes and projects; fundraise/seek investment to capitalize the sustainable finance instruments; and ensure effective implementation, monitoring and reporting on individual

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<p>projects.</p> <p>Working with the Americas Financial and Administrative Manager to ensure timely, accurate reporting (by Partners and to donors) on programs/projects expenditures, and development of robust project budgets.</p> <p>Working with the global Conservation Finance Team and Global Forests Programme members, for example in relation to advancing Americas projects engaged in the Forest Impact Accelerator.</p> <p>Working with the Global Science, Policy and Information staff (up to Director level) in relation to strategic and technical development of the Forest Program.</p> <p>Working with the Corporate Engagement team and focal points to ensure efforts are harmonized with organizational strategy and policies.</p> <p>Working with Global Fundraising Team (UK and US representatives) in relation to proposal development, donor management and developing donor opportunities.</p>
<p><b>PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK:</b> <i>(Include nature of work relationship)</i></p>
<p>Working with Americas BirdLife Partner staff (at all levels, from CEO downwards) active on the Forests Program, Conserva Aves program, and the Americas Flyways Initiative (AFI – National Audubon, Latin American Development Bank [CAF]).</p> <p>Working with Americas BirdLife Partner staff active on other BirdLife Global programs that overlap directly with the needs of the Forest Program, Conserva Aves and AFI (such as the IBAs, species or climate programs) as appropriate.</p>
<p><b>PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:</b> <i>(Include nature of work relationship)</i></p>
<p>Other External contacts:</p> <ol style="list-style-type: none"> <li>1. Senior staff and Boards of potential donor or investor organizations</li> <li>2. Senior staff and officials within international and bilateral/multilateral organizations (UNDP, UNEP, World Bank, GCF, GEF, funding organisations, foundations);</li> <li>3. Senior staff in national and international conservation organisations (including NGOs, museums and universities) and other collaborating institutions.</li> <li>4. Individual collaborators, experts and donors throughout the region.</li> </ol>

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

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

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### **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". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.
- 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**

1. Lead or co-lead the development and implementation of organizational or landscape financial sustainability plans for BirdLife and our Partners, beginning with those working in the Atlantic Forest biome (SAVE Brasil, Guyra Paraguay and Aves Argentinas). These plans should include the detailed quantification of financial needs for our partner organizations, the identification and/or scoping of financial sustainability mechanisms relevant to each partner organization or landscape, identification of roles, responsibilities, and timelines for their full development.
2. Serve as BirdLife-Americas' focal point for oversight of a consultancy with the Global Green Growth Institute for the development of a Blue-Green financing mechanism for Audubon, BirdLife, and CAF's Americas Flyways Initiative.
3. Contract and manage consultants and BirdLife partners in the development of financial sustainability plans for sub-national protected areas supported by the Conserva Aves initiative. These plans should include the identification and/or scoping of financial sustainability mechanisms relevant to each sub-national protected area, identification of roles, responsibilities, timeline and budget for their full development.
4. Work with BirdLife-Global and Americas Forest Programme teams to assess and negotiate financing options for nature-based carbon offsetting projects that BirdLife Partners are developing. Perform sensitivity and risk analyses if needed, and provide technical guidance to partners on decision-making.
5. In close coordination with BirdLife Partners and their local allies, develop and pitch to investors and lenders financing solutions that support the protection and restoration of native ecosystems and/or scale-up bird-friendly commodity production systems (i.e. Yerba Mate, shrimp, rice, coffee, etc.) Build partnerships to deliver on these solutions. Write proposals as needed.
6. Use technical expertise and thought leadership on conservation finance to expand and deepen BirdLife and our Partners' understanding and application of these concepts to advance conservation goals. Identify needs and deliver support to Partners in a variety of ways, including one-on-one advisory, workshopping, webinars, and engaging in the development of sustainability plans for organizations and landscapes.
7. Represent BirdLife and the Partnership's work and strategies on conservation finance in compelling ways to external audiences. This may include the development of briefs and white papers, written analyses, presentations and contributions to communication materials.
8. Maintain strong internal relationships across BirdLife's Americas partnership network. Develop project agreements, work plans and monitor activities with Partners, consultants and collaborators to ensure proposed timelines and key deliverables are met.
9. Develop and maintain productive working relationships with key private sector, government, public funding, and nongovernmental partners and alliances.
10. Contribute to and participate in programmatic or institutional projects and activities as assigned.

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**4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES**

<b>RESPONSIBILITY AREA</b>	<b>LEVEL OF AUTHORITY</b>
<b>Financial/Budgetary</b>	Financial and Budgetary (projects) authority resides with the Americas Finance and Administrative Manager (in coordination with the Head of Conservation as appropriate).
<b>Contracts – Funders</b>	N/A
<b>Contracts – Staff/Consultants</b>	N/A
<b>Contracts – Service providers</b>	May have delegated responsibility to negotiate contracts. In coordination with Finance and Administrative Manager (to then be signed off on by the Regional Director in coordination with Senior Conservation Manager)
<b>Legal Responsibility</b>	No.
<b>Other</b>	Proposals to funders drafted by the Conservation Finance Manager in coordination with Senior Conservation Manager and Admin/Finance Manager (in relation to Budget issues),and approved/ signed by Regional Director.  Contracts with Partners (incl. project partners) drafted by Admin and Finance team in coordination with Senior Conservation Manager and approved/ signed by Regional Director.

**5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

<b>REQUIREMENTS</b>	<b>KNOWLEDGE/SKILLS/ATTRIBUTES</b>
<b>Minimum General Education</b>	<ul style="list-style-type: none"> <li>• Relevant undergraduate degree e.g. Ecology, Economics, Finance, International Relations, Business Administration, Sustainability</li> </ul>
<b>Job Specific Education/Qualification</b>	<ul style="list-style-type: none"> <li>• Advanced degree in Finance, Business Administration or Economics desirable</li> </ul>
<b>Job Specific Knowledge</b>	<ul style="list-style-type: none"> <li>• Deep knowledge of trends in sustainable, impact or conservation finance, applicable tools, instruments, or methodologies that NGOs of different sizes and capacities could access.</li> <li>• Successful experience in the design and/or implementation of financial mechanisms that generate social, environmental or biodiversity impact. These could include environmental funds, carbon finance projects, conservation endowment funds, green bonds, and/or social and environmental impact investments.</li> <li>• Specific knowledge of the function and structure of a variety of market-based mechanisms such as nature-based carbon projects, conservation enterprises, green bonds, trust funds, etc.</li> <li>• Preference for candidates with strong knowledge of regional political, socio-economic and cultural issues, and how these influence the conservation and restoration of ecosystems in North, Central and South America and the Caribbean.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least eight years of applicable experience, with a focus on sustainable, impact or conservation finance. Experience in a mix of NGO, private sector and/or public sector desirable.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Demonstrated experience on the design and structuring of financial mechanisms to channel funds to conservation or other environmental or social impact-related projects and initiatives.</li> <li>• Experience with strategic and project planning and management tools. Experience coordinating a wide range of concurrent activities and prioritising effectively to meet deadlines.</li> <li>• Experience delivering projects/results with stakeholders and collaborators of varying types and capacities. Experience in capacity development related to conservation finance or related technical topics highly desirable.</li> </ul>
<b>Management &amp; organisational skills</b>	<ul style="list-style-type: none"> <li>• Ability to work under pressure and meet deadlines with a high degree of independence and autonomy. Ability to network, motivate and collaborate with others, with cultural sensitivity.</li> <li>• Ability to act independently, often with minimal supervision, but also work in a team spread across several locations.</li> <li>• Ability to efficiently synthesize information and make recommendations on how to proceed.</li> <li>• Results-oriented style, with focus on achieving clear and ambitious goals.</li> </ul>
<b>Communications skills</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills. Able to convey complex ideas and technical information in compelling ways.</li> <li>• Negotiation and diplomatic skills including ability to understand complex technical and financial issues relevant to biodiversity conservation.</li> <li>• 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.</li> <li>• Experience working within a diverse set of contexts and cultures, ideally in both developed &amp; developing countries. Ability to develop and maintain productive relationships with colleagues and partners from diverse backgrounds who may have disparate or conflicting goals or approaches.</li> <li>• Must be adaptable and culturally sensitive, able to pursue new and unfamiliar challenges.</li> </ul>
<b>Creativity &amp; Initiative</b>	<ul style="list-style-type: none"> <li>• Ability to pursue new and unfamiliar challenges, work independently, think on one’s feet, and devise innovative solutions to novel challenges.</li> <li>• The very nature of the job requires innovative and creative approaches to attract finance and fundraising. The job holder will only succeed if they are able to translate objectives into action. The success of this post will be dependent on good organisational, managerial and communication skills.</li> </ul>
<b>Computer Literacy</b>	<ul style="list-style-type: none"> <li>• High proficiency in MS Office (especially Outlook, Word, Excel, and PowerPoint). Comfortable with online collaboration software (Teams, OneDrive, Zoom, etc.)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Basic GIS and other relevant software a plus.</li> <li>• Willingness to learn new systems and software.</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Travel requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to travel regularly, sometimes for extended periods within the Americas.</li> </ul>
<b>OTHER DESIRED/ HELPFUL KNOWLEDGE/ SKILLS/ ATTRIBUTES</b>	
<p>The job requires a genuine interest in the environment, biodiversity conservation, the NGO sector and civil society; experience of forging collaborative partnerships; experience in negotiating terms of investment or finance provisioning, proposal writing and international project coordination/ implementation.</p> <p>The job holder will only succeed if he/she is able to translate objectives into action, whilst also being flexible and adaptable. The success of this post will be dependent on good organisational and communication skills, and attention to detail.</p> <p>The job holder will be a team player, but have the ability to work independently, being motivated by a passion for bird and biodiversity conservation in the Americas.</p>	

<b>Prepared by:</b>	<b>Date:</b>
Mike Seager	December, 2023