

## Antinea Foundation

### Geneva, Switzerland

In order to conduct and further develop its activities the Antinea Foundation seeks an:

#### Executive Director

##### Overview:

The Antinea Foundation is a small international NGO, based in Geneva Switzerland, whose mission is to reconcile the well being of humanity and a wide range of human activities with the need for a healthy global marine environment. The foundation, which was incorporated in 2007, works towards achieving its mission through three principal areas of action:

**Science** - contributing to improved scientific understanding of the marine environment.

**Communication** - raising awareness about the importance of Oceans for Humanity among decision makers and the general public.

**Outreach** - involving people from all walks of life in its operations both on land and at sea.

The main project of the foundation is – The Changing Oceans Expedition

See: [www.changingoceans.org](http://www.changingoceans.org)

#### Executive Director Job Description

Major responsibilities include:

- Manage the **daily operations** of the Antinea Foundation.
  - Manage the Antinea foundation office in Geneva with the infrastructure necessary to support day-to-day operations; handle mail, phone and e-mail communications; establish efficient internal procedures and systems to support the Antinea foundation's sustainability and growth.
  - Develop and implement an annual operations plan to fulfil the organization's strategic priorities.
  - Prepare and monitor budgets. Ensure that all administrative functions are performed timely and accurately (accounts receivable, accounts payable, bank reconciliation, payroll, etc.).
  - Lead staff and contracted professional support.
  - Ensure that all reporting requirements are accurate, comprehensive and completed on schedule (financial, tax, legal, etc.).
  - Serve as primary contact person for the Antinea Foundation. Respond in a timely manner to all requests (from council members, staff, affiliates, volunteers, foundation members, etc.).
  - Maintain all the Antinea Foundation records and make all items accessible to the foundation council.
  - Submit Semi-Annual Report, Annual Report and Cost/Benefit Analysis.
- Expand and support The Antinea Foundation's **network**.
  - Foster and enhance relationships with current and potential Antinea foundation members, partners, donors, sponsors and supporters.
  - Build capacity and enhance the effectiveness of the Antinea foundation network; respond to requests for information.
- Support the Antinea **Foundation council**,
  - Provide materials, research assistance, reports, and resources as requested.
  - Schedule meetings of the Foundation Council and, as desired/directed by Council chairs, schedule, attend and provide minutes for committee meetings. Prepare and distribute minutes of The Antinea Foundation council meetings.
  - In coordination with and under the governance of the foundation council, develop current and future leadership.
  - Assist the foundation committee Treasurer in preparing and maintaining organization budget; develop estimates of needs and operating requirements; provide supporting materials for fundraising efforts by the Board; monitor expenses.

- Lead and manage **fundraising and development** including grant writing, corporate sponsorship, and individual donor contributions to support the organization's strategic priorities, initiatives and projects. Secure a minimum amount of funding annually (TBD), not including council-secured and/or currently contracted funds.
- **Communication and Outreach**
  - Build relationships both internationally and within Geneva and serve as an advocate for the mission of the Antinea foundation. Forge and strengthen relationships with existing environmental organizations, non-profits, corporate and government stakeholders and local program managers; identify and secure partners for specific programs.
  - Maintain and enhance the Antinea foundation communications tools including [www.changingoceans.org](http://www.changingoceans.org), newsletters, email distributions and the organization's Facebook page; develop and utilize new tools as appropriate.
  - Represent the Antinea foundation at relevant events; identify appropriate involvement and manage all aspects of participation.
  - At the direction of the relevant Committees and the foundation council, prepare reports, news releases, media packets, media advisories, fact sheets and other program materials for public awareness and regular media outreach; maintain a current list of appropriate media contacts.
- Recruit, train and manage **volunteers** as needed to fulfil the Antinea foundation's mission; implement appropriate volunteer recognition in support of the Antinea foundation's organizational effectiveness.

**Requirements:**

- A valid Swiss work permit or EU (EFTA,EEA) passport
- A University degree or equivalent
- Commitment to the highest ethical standards, accountability and compliance with the law.
- Excellent leadership skills and ability to work cohesively with foundation council members, staff, contractors, volunteers and supporters.
- A minimum of 7 years work experience in the management of projects relating to the environment and/or sustainability
- Experience of working in or with international organisations and/or NGOs, preferably within a multicultural context.
- Passion for the vision and mission of Antinea and the Changing Oceans Expedition.
- Charismatic personality with an entrepreneurial spirit to move the organization to a sustainable level of development.
- Hands-on leader, willing to implement the Antinea foundation's strategic priorities with part time administrative support and a working volunteer board and committees; ability to work independently
- Languages: Fluency in English and French (additional skills in Spanish and/or German will be much appreciated)

**Contact:** Please send your CV and letter of motivation to [info@antinea-foundation.org](mailto:info@antinea-foundation.org)

**Deadline for applications:** 7<sup>th</sup> February 2012