



Vacancy Announcement
Executive Director
Micronesia Islands Nature Alliance

Supervisor: Board of Directors, Micronesia Islands Nature Alliance
Location: Saipan, Commonwealth of the Northern Mariana Islands

Organization Background:

The Micronesia Islands Nature Alliance (MINA) is a non-governmental organization (NGO), organized and incorporated under the laws of the CNMI, which is dedicated to conserving the natural resources of the Commonwealth of the Northern Mariana Islands.

Summary of the Position:

The Executive Director (ED) will provide vision, leadership, strategic direction and resources for the Micronesia Islands Nature Alliance (MINA) and its partners. The ED will work closely with the MINA Board to ensure the development of strong programs based on the Charter and Bylaws of MINA. The position will be based in Saipan and may involve some travel for meetings, trainings, and fund-raising.

Duties:

1. Provide leadership, strategic direction, resources and management guidance, and support to the MINA program.
2. Build and maintain partnerships with local, national, and regional governments and non-governmental organizations and other agencies and institutions that conduct or support conservation activities in the CNMI and larger Micronesia region.
3. Find and apply for appropriate grants and fundraising mechanisms to build a diverse funding portfolio for MINA to continue projects and to continue to support the ED salary.
4. Create project plans and implement projects that are in line with MINA's strategic plan and mission.
5. Identify and address staffing and institutional priorities, fundraise for salaries, recruit management and field staff, and identify opportunities for collaboration.
6. Work with MINA Board to raise public and private funds in support of MINA's conservation programs and projects and ensure a high level of visibility of MINA's work in the region.
7. Coordinate the efficient preparation and management of program and project budgets, tracking and expenses, and management of grants and contracts.
8. Coordinate and schedule the MINA Board of Directors meetings, including writing progress and financial reports on a scheduled basis, answering all Board concerns and queries, and recommending programs or projects to be undertaken by MINA.
9. Represent MINA in public forums, including meetings, conferences, public hearings, workshops, and other relevant forums as may be required.
10. Ensure MINA's program meets CNMI and United States legal requirements and ensure that programs and projects comply with MINA policies and external (i.e. donor or grant) requirements.
11. Other related duties as assigned by the MINA Board.

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Our Mission: The Micronesia Islands Nature Alliance works to sustain the natural environment to ensure the islands way of life

**Qualifications:**

1. Bachelor's degree or higher, or equivalent, with a minimum of three years of conservation experience, or commensurate long-term experience in the field of conservation biology or environmental non-profit management.
2. Demonstrated ability to provide strategic direction, leadership, and technical support. Proven success in simultaneous management of multiple projects.
3. Working knowledge of politics, society, and the environmental community.
4. Experience in senior leadership and/or working as a program director.
5. Past experience in working as a project site manager or conservation practitioner at the field level.
6. Experience in capacity building, mentoring, and networking of partner organizations and staff especially in the areas of technical/conservation matters, organizational management, and fundraising.
7. Excellent and demonstrable interpersonal, intercultural, written and verbal communication skills.
8. Ability to persuasively convey projects and priorities to diverse groups, including donors, partners, and CNMI and regional audiences.
9. A positive work attitude, strong initiative and an ability and willingness to adapt to different cultural perspectives, change, ambiguity, and comfortably handle uncertainty.
10. A willingness to commit to the position for a period of at least 3-5 years.
11. Commitment to MINA's mission and conservation approach.

Compensation

Salary is negotiable based on experience.

To Apply:

Please email cover letter (stating suitability for the position based on knowledge and skills), resume (or CV) with references to Frankie Eliptico, MINA Board Chairperson, at Frankie.eliptico@gmail.com.

Deadline to Apply: Sept. 10, 2014