



Executive Director

Washington, D.C.

ABOUT AMAZON CONSERVATION ASSOCIATION

Amazon Conservation is a nonprofit organization whose mission is to unite science, innovation and community to protect the western Amazon. We work on the ground where the Andes Mountains meet the Amazon rainforest. In this place of great cultural and biological diversity, successful conservation solutions require action on both fronts.

In 1999, Amazon Conservation was founded to protect the vast forests of Peru and Bolivia, home to the headwaters of the Amazon River. Amazon Conservation's founding program provided support for Brazil nut harvesters in Peru as an incentive to protect the forest, the first of many locally driven, pragmatic conservation solutions that are the hallmark of the organization.

Amazon Conservation acts for the sole purpose of protecting the Amazon rainforest and all those who call it home. Our unique approach focuses on three strategies: empowering people to become champions for conservation while improving their quality of life; protecting wild places that are home to hundreds of thousands of species of wildlife; and deploying the latest discoveries in science and technology for environmental conservation.

To achieve success, today the organization collaborates with governments, NGOs, the private sector, and scientists in the region, and with the people who depend on the forest for their livelihood. Science-guided strategies and innovative conservation are our tools; communities on the ground, our allies. We protect these vital forests by creating a network of state, community, and private lands managed for conservation and sustainable use of resources. Our target is always the most durable conservation impact. By concentrating our resources in the field—where they have the largest impact—we have protected more than 4 million acres in the western Amazon.

POSITION SUMMARY

Reporting to the Board of Directors, the Executive Director of Amazon Conservation Association is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board. Based in Washington, D.C., the Executive Director will provide strategic leadership to a vibrant and committed professional team of seven and work in close collaboration with the Executive Directors of two sister organizations: Conservación Amazónica–ACEAA, in Bolivia, and Conservación Amazónica–ACCA, in Peru. As part of a three-country Alliance, the Executive Directors comprise a leadership team that coordinates the overall work of the Alliance. The Executive Director of Amazon Conservation provides oversight and support for similar coordination among staff members across the three organizations. S/he also ensures that fiscal, operations, fundraising, marketing, human resource and programmatic strategies are effectively implemented across all segments of the Association.

Collaborating with Board, founders, staff, and sister organizations, the Executive Director will represent Amazon Conservation through interaction with a wide range of entities and provide the leadership and foresight to broaden the awareness of Amazon Conservation with funders, key stakeholders and partners. S/he will capitalize on opportunities, identify challenges, and secure the resources necessary to meet those challenges.

Primary responsibilities include:

Fundraising and Communications

- Lead fundraising strategy and oversight for the organization, with a focus on securing unrestricted funds and maintaining restricted funding.

- Work with the Board and Development and Communications Associate to achieve Amazon Conservation's fundraising targets for individual donors (\$1,000,000), maintain retention rates, and increase interaction with donors and prospects.
- Oversee Amazon Conservation's grant fundraising strategy with active participation in key major grants. Work with staff in ACCA and ACEAA to develop new strategies to orient grant budgets towards funding a greater share of core costs.
- Maintain relationships with major-grant funders and build new relationships, diversifying funding sources, including earned income from biological stations/lodges, in very close partnership with ACCA in Peru.
- Provide leadership in communications and outreach to expand awareness and funding opportunities for the organization. In addition to the Chair of the Board and Founders, the Executive Director will be an effective spokesperson, representing Amazon Conservation at events and meetings, and with donors, partners, program beneficiaries, and the public to keep stakeholders informed of the organization's work and to maintain strong relationships and organizational image.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.
- Implement the branding and communications strategy created in 2017.

Board and Alliance Relations

- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities.
- Effectively inform and engage Board members, work closely with Board committees, and prepare for and facilitate Board meetings and the annual budgeting process.
- Work with the Alliance Executive Director team to plan joint priorities and strategy and build consensus between the Executive Director group and the Board; foster effective team work between the Board and the Executive Director and between Executive Director, sister organization Directors, and Staff.
- Work with the Board to set annual priorities, as well as the Executive Director team and Staff, and work through Board committees or temporary task forces to achieve those goals.

Program and Organizational Planning and Management

- Develop an operational plan that works toward the strategic direction of the organization; partner with Alliance Executive Director team and Amazon Conservation Senior Managers to oversee the effectual day-to-day operation of the organization.
- Oversee the planning, implementation, and evaluation of the organization's programs and services. Ensure that the programs and services offered contribute to the organization's mission, reflect the priorities of the Board, and maintain or improve quality.
- Oversee the planning, implementation, execution, and evaluation of special projects, including providing strategic oversight and support for outreach to improve funding for *Amazon Journeys*, the Alliance's for-profit initiative in Peru.
- Conduct ongoing, big picture direction and prioritization for Amazon Conservation programs, activities and budgets with effective coordination and communications among Amazon Conservation, ACCA, ACEAA, and Board members.
- Working with the Board of Directors and Alliance Executive Director team and Staff, lead the effort to create a Strategic Plan that supports key programmatic and organizational needs.

Human Resources and Financial Planning and Management

- Coordinate with the Alliance Executive Director team and Boards where appropriate to ensure a big picture approach to division of roles and use of resources to maximize effectiveness and cost efficiency across the three countries.
- Coach and mentor Association staff as appropriate to improve performance.
- Partner with the Finance Director to prepare comprehensive annual budgets, including consolidation with budgets from sister organizations, and to continue to strengthen and expand finance function at Amazon Conservation to incorporate timely and accurate accounting and financial forecasting.

OPPORTUNITY

This is a remarkable and rare opportunity to lead a dynamic, international nonprofit that is part of the Latin American landscape it seeks to protect. Working with communities, governments, science, research and policy, the Executive Director will support and partner closely with sister organizations on the ground in Peru and Bolivia to protect the environmental future of the Amazon Basin, the biggest and most diverse river system in the world. This is an opportunity

to lead an amazing staff and work with brilliant minds to save the forests of the western Amazon for the people and species who depend upon them.

Essential qualifications and attributes include:

- At least five to eight years of professional experience in conservation-related projects or similar ventures in an international setting, ideally in the Andean Amazon.
- Demonstrated success in fundraising with grantmakers and individual/major donors; experience diversifying revenue sources to support programs and initiatives.
- English and Spanish fluency in speech and writing.
- Leadership skills and ability to inspire and motivate others toward stated goals; demonstrated success managing a high-functioning team.
- Experience developing a strong and effective relationship with and supporting a Board of Directors and committee structure desired.
- Development and implementation of strategic plans and initiatives and identification and prioritization of short- and long-term organizational goals, needs, and resources.
- Demonstrated success managing major initiatives at a conservation organization, private company, or university.
- Strong team ethic, with demonstrated success in organizational or collaborative departmental leadership.
- Experience working with interdisciplinary teams on complex problems.
- Financial and business acumen to ensure short- and long-term stability of the organization's assets.
- Willingness to travel frequently within Peru, Bolivia, and the U.S.
- Advanced degree strongly preferred; training in project management and/or conflict resolution desired.
- Strong writing and presentation skills.

Other desired skills and personal characteristics:

- A strong collaborator and listener who invites input from a variety of areas to achieve cooperative outcomes.
- Effective in public speaking and serving as an organizational spokesperson.
- Ability to foster a healthy organizational culture, to encourage teamwork and collaboration.
- Awareness of Latin American cultural and politics preferred.
- Strong connection with and passion for the mission of Amazon Conservation.
- Confident, wise, and humble.

COMPENSATION

Compensation for the Executive Director includes a competitive base salary commensurate with experience and an excellent package of employee benefits.

TO APPLY:

Amazon Conservation Association has retained the services of ThinkingAhead Executive Search. Please submit your resume and expression of interest to Chris Spagnola, Senior Recruiter, at cspagnola@thinkingahead.com, and Jonathan McIntosh, Recruiter, at jmcintosh@thinkingahead.com.

All questions and applications should be sent to ThinkingAhead Executive Search. Please do not call or email Amazon Conservation with inquiries.