

December 2024

Executive Director International Conservation Fund of Canada

The International Conservation Fund of Canada (ICFC) is seeking an EXECUTIVE DIRECTOR to lead the organization as we expand our support base and programs and enhance our national presence and international stature. This is a rare opportunity for someone wishing to have a major impact in addressing global biodiversity loss and climate change.

ICFC is Canada's leading charity for conserving nature in the tropics and other priority areas worldwide. We identify good conservation opportunities and partner with locally based conservation organizations, including those of Indigenous people. Since 2007, ICFC has achieved lasting gains with our programs in more than 30 countries in Latin America, Africa, and Asia. Now with an annual budget of \$10 million, ICFC anticipates accelerating growth over the next decade. For Canadians concerned about biodiversity loss or climate change, ICFC represents an outstanding philanthropic opportunity.

We are a non-bureaucratic organization with a reputation for making quick decisions, being flexible in adapting program activities to maximize conservation benefits, and adding value in planning and managing projects. Our model of working with highly capable local field partners allows us to remain lean and flexible. Our focus is on direct conservation action, and our work can readily be scaled up. We value transparency and clear, accurate information.

The EXECUTIVE DIRECTOR will report to the Board of ICFC, manage ICFC's seven full-time and two part-time staff, and work to build relationships with existing and prospective donors and funders. The EXECUTIVE DIRECTOR will represent ICFC in the Protecting Our Planet Challenge group and will lead or delegate attendance at regular meetings held with peer conservation organizations with whom we co-fund projects.

The location of this position is a matter for discussion with the prospective EXECUTIVE DIRECTOR. It must be in Canada. Accessibility to major cities is a consideration.

Responsibilities:

- Shape the future organizational strategy and goals in consultation with the Board.
- Oversee management of ICFC's programs.
- Lead ICFC's fundraising efforts, with a focus on growing the donor base and advancing long-term stability and predictability in the flow of funds for the work of ICFC.
- Develop relationships with existing and prospective major-gifts donors, travelling as needed for in-person meetings.
- Ensure exemplary financial management.
- Prepare annual budgets for Board approval.
- Manage and coach staff and volunteers, hiring additional staff as needed.
- Create and implement a strategy for increased media coverage to develop ICFC's media profile and awareness of Canadians about ICFC and the importance of tropical conservation.

- Along with staff, communicate ICFC’s work to donors, prospects and the general public through presentations, publications, the website, social media and meetings.
- Lead development of new conservation partnerships and programs.

Requirements:

- A passion for nature and conservation
- Experience in successfully managing an organization or similar experience
- Financial literacy
- Fundraising experience in the charitable sector
- The ability to assimilate complex information relating to conservation programs and the biological and sociopolitical context
- Leadership qualities conducive to a productive and a harmonious work environment
- Superior written and verbal communication skills; comfortable speaking with media and with high-net-worth individuals.
- Strong social skills: warmth, tact and good judgment

Desirable attributes:

- Experience living or working in developing countries
- Knowledge or experience of tropical biology or conservation
- Major gift fundraising experience
- Business/finance experience or knowledge
- Experience in working with and developing a volunteer board of directors
- Fluency in one or more of Spanish, Portuguese or French would be helpful

Candidates may be from a variety of backgrounds:

- NGO sector or government
- Biology or earth sciences, but with sufficient “real world” savvy to understand how businesses and NGOs operate
- Business, but with a strong interest in nature conservation
- Journalism, especially foreign or science reporting
- Experience/training in law, combined with other relevant experience

To apply: Please provide a resume and cover letter via email to job@ICFCanada.org.

ICFCanada.org