

**TERMS OF REFERENCE**

**CHIEF EXECUTIVE OFFICER**

**DOMINICA NATIONAL CONSERVATION**  
**TRUST FUND INC.**

## 1. Introduction

The Dominica National Conservation Trust Fund Inc. (DNCTF) is a not-for-profit company formed under the Companies Act 21 of 1994 of Dominica and incorporated in September 2022. The DNCTF is intended to provide a sustainable source of funding to support the conservation, restoration and management of Dominica's marine and terrestrial natural resources. Support will come from the Caribbean Biodiversity Fund (CBF), in the form of annual funding from investment returns. The DNCTF will be required to access additional funding from other sources. It will award grants to government agencies, NGOs, and other qualifying entities to support the effective management of projects related to biodiversity conservation in Dominica.

## 2. General

The Chief Executive Officer will be responsible for leading the ongoing development of the DNCTF and its daily operations, which includes the mobilization of additional funds to support operations, administration, and programmatic goals. The CEO is expected to work closely with the Board of Directors to set priorities for grant making and build local knowledge and interest about the DNCTF.

### Operational Management

The CEO:

1. Is responsible for the general management of the DNCTF and will be subject to the supervision of the DNCTF Board (the "Board"). The CEO will be based in Dominica and will have the specific duties set forth herein, in the DNCTF By-laws and the Operational Manual as well as other duties prescribed by the Board from time to time.
2. Has the authority to sign and manage contracts and will prepare or cause to be prepared and sign contracts, leases, tax returns, grant agreements, applications for permits and registrations, and all other written documents on behalf of the Fund, subject to approvals by the Board.
3. Will hire and supervise staff based on Board-approved budgets and authorization and supervises the preparation of work-plans for the staff, the proper performance of their duties, the evaluation (if necessary) and the termination of the said staff.
4. Will prepare plans, strategies, budgets, and requests for proposals (RFPs). The CEO is responsible for the development and implementation of long-term strategic plans, annual operating plans, internal operations manuals, policies, and annual budgets, for approval by the Board.
5. Liaise on behalf of the DNCTF regarding any actions linked to CBF projects of which Dominica is an eligible country.

### Support to the Board

The CEO:

1. Will maintain structure by sending out notices, providing agendas and coordinating meetings.
2. Report to the Board and participate in Board Meetings. The CEO is responsible for reporting to the Board on the activities of the DNCTF and participating in its meetings from time to time

as requested by the Board. To the extent requested by the Board, the CEO shall ensure that persons with the appropriate expertise are available to assist at Board meetings.

3. Report to the Chairperson of the Board and is responsible for promptly, regularly, and fully informing the Chair of the Board about the current affairs, activities, and finances of the DNCTF, and for obtaining the Chair's advice and approval in all cases where this may be required by the Articles, By-laws, or Operational Manual.

#### Partner Engagement and Fundraising

The CEO:

1. Will liaise with inter alia, Governmental organizations, local communities, NGOs, businesses, donors, and media. The CEO, under the guidance of the Board, generally represents and promotes the DNCTFs interests in day-to-day activities and is an on-going liaison with representatives of the government; national and international non-governmental organizations; national and international businesses that impact biodiversity or are potential donors to the DNCTF; multilateral and bilateral international donor agencies; Funds and individuals who are potential donors to the Fund; local and international scientific and educational institutions/associations/individuals; regional institutions; and local and international media.
2. Is responsible for coordination with other initiatives. The CEO interacts with other donor-funded initiatives and government initiatives in order to coordinate efforts, achieve greater efficiencies and synergies, access additional potential sources of funding, and raise awareness of any potential negative impacts on biodiversity that could result from proposed or current donor-funded, government funded and private-sector-funded initiatives.
3. Will be involved in Fundraising. The CEO develops and submits a plan for capitalizing the DNCTF, which may include the promotion and advancement of one or more sustainable revenue generation mechanisms and/or traditional fundraising activities. A significant amount of the CEO's time, particularly in the first five years of the Fund's existence, should be dedicated to strategies which will bring additional capital needed to finance the operations and programmatic activities of the Fund. The CEO shall research and identify potential donors, meet with and make presentations to potential donors, prepare grant applications to potential donors and negotiate the terms of grant agreements with donors, ensure that the highest ethical standards are maintained and prepare reports to donors and resolve any issues raised by donors.

#### Grant Making and Financial Management

The CEO:

1. Is responsible for maintaining financial records and accounts. The CEO ensures the proper preparation and maintenance of financial records and accounts of the DNCTF, either directly or by supervising other officers and staff who may be charged with that responsibility.
2. Presents annual financial budgets which link to operational work plans for Board approval.
3. Preparing the documentation for grant making, including the Call for Proposals, templates for proposal submission, evaluation, contracting, monitoring and evaluation.

## Administration, Monitoring and Evaluation of Grants

The CEO is responsible for:

1. Preparing protocols, policies and guidelines for the use of Grant Funds which have to be approved by the Board.
2. Sensitizing and educating possible grantees to (1) above.
3. Coordinating the call for proposals and the review and selection of appropriate proposals.
4. Administering Board-approved transfers of funds to beneficiaries.
5. Monitoring all grants to ensure that activities are being carried out as stipulated in the contract between the Fund and the beneficiary.
6. Ensuring that beneficiaries submit financial, technical reports and other reports as stipulated by the Fund.

The CEO is responsible for liaising with the CBF and, under the guidance of the Board, resolving any issues involving the DNCTFs failure to perform as agreed or failure to report in a proper and timely manner as required by the CBF.

## 3. Qualifications and Experience

All candidates for the position of Chief Executive Officer must provide evidence of the following skills and abilities:

### **Qualifications**

- i. A university degree (Master's preferred) in the field of natural resources management, environmental management, conservation, business administration, public administration, or any other related field.
- ii. Certificate/training in project management is an asset

### **Experience**

- iii. **Program/Project management:** Demonstrated experience in developing, implementing, and monitoring programs and projects including the components of proposals, work plans, budgets, logical frameworks, progress reports, procurement plans, learning and monitoring plans with at least 3 years of experience at a management level.
- iv. **Marketing & Fund Raising:** Demonstrated skill, experience and success in marketing and fundraising with an emphasis on raising funds from regional and international donor agencies, Funds, and corporations.
- v. **Thematic Knowledge:** Familiarity (or the ability to quickly achieve familiarity) with biodiversity conservation issues and Protected Area management activities.
- vi. **Board Management:** Experience working with and reporting to a Board of Directors, interacting with Board members and submitting memoranda and reports thereto.

### **Management and other Skills**

- vii. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations including working at the

technical and operational levels with government agencies, civil society organization, development agencies, and the private sector.

- viii. **Proactive behaviour:** Be a highly energetic, self-starting, entrepreneurial and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly. Ability to undertake actions, decisions, and achieve results in an independent manner and assume the responsibility for the actions taken.
- ix. **Assertiveness:** Capacity to solve problems or conflicts in an assertive manner.
- x. Be proficient in Microsoft Office Suite of applications.
- xi. Exemplary verbal and written skills in English. Fluency in a foreign language would be an asset.

## 4. Remuneration Package

Compensation will be commensurate with qualifications and experience.

## 5. Application Process

**Please submit an expression of interest and curriculum vitae with at least three (3) reference letters by May 30, 2025, to:** The Board of Directors, Dominica National Conservation Trust Fund Inc. (DNCTF), at [info.dnctf@gmail.com](mailto:info.dnctf@gmail.com).