

**Lamu Environment Foundation – Executive Director**

**Based in Nairobi or Lamu - willing to travel regularly to Lamu; must have right to work in Kenya**

**Part time or full time – to start as soon as possible**

Lamu Environment Foundation (LEF) supports local environmental projects to protect, preserve and restore nature in Lamu county now, and for the future. As a Kenyan charity established in 2021, LEF is affiliated to the Conservation Collective, and raises funds from individuals, businesses and grantmakers to advance community-led environmental conservation projects in the following thematic areas: Solid Waste Management; Land Regeneration and Restoration; Marine Conservation and Mangrove Conservation.

All our projects have an aspect of awareness raising and education and/or creating additional livelihoods linked to the sustainable management of ecosystems. LEF knows that it is only by working with local communities (and indigenous peoples) that we can restore and protect ecosystems in the long term. LEF has recently conducted an impact assessment across our grantee portfolio and identified areas of strength and areas for improvement.

LEF is fortunate to be part of the Conservation Collective, a UK charity set up in 2020 by Ben Goldsmith. [Conservation Collective](https://conservation-collective.org/) is a global environmental charity network on a mission to protect and restore the wild places we know and love. Since 2008, the Conservation Collective has launched, funded and grown 20 Foundations where they create the most impact: on the ground, working with local communities. Conservation Collective acts as a central hub providing world-class oversight, management, and support to local Foundations so that they can fund grassroots projects to deliver tangible impact.

LEF is seeking a motivated, dynamic and ambitious Executive Director to grow LEF’s programme of activities and fundraising base so that we can expand our impact on conservation and livelihoods across the Lamu archipelago’s unique coastal, marine and terrestrial landscapes working with grassroots communities and conservation partners.

If you have at least three years conservation management experience and a degree in conservation related studies, with proven capabilities in fundraising, and you are ready to step up and lead, grow a small organisation and consolidate partnerships, in a unique and beautiful part of Kenya then, please apply with **a 2 page CV (with 2 referees) and a covering letter of no more than 1 page, stating your current salary level, by 13th November 2024. Please send this to kendra@conservation-collective.org . Only successful candidates will be contacted and invited to interview on 21st November.**

**Location:** Nairobi and Lamu (remote working with travel required)

**Reporting to:** Reporting to the Chairperson and Steering Committee

The Executive Director will be responsible for:

* Building strategic, field, scientific, technical and operational capacity of LEF to enable the organisation to achieve its next level of development after the first 3 years of establishment.
* Implementing and refreshing LEF strategic plan, driving an evidence, science and data-based approach combined with community based grassroots delivery to LEF initiatives and interventions**.**
* Managing a small team of consultants and staff, including those working remotely, ensuring that the staff are adequately trained, inspired and guided to continually improve and enhance the relationship between LEF and local communities in Lamu, to mutual benefit.
* Overseeing all LEF grants, programs and activities.
* Fostering good working relations with National and County Governments, the local community, conservation organisations who are operating in Lamu county, partners, and donors.
* Developing and monitoring the LEF annual budget and provide overall management of the fiscal operations of the LEF.
* Ensuring that systems are in place for effective fundraising and conservation management. This includes developing and implementing an M&E framework for assessing impact of LEF grantee activities to ensure they are impactful and produce high-quality outcomes.
* Manage the creation and implementation of the necessary controls, systems, policies, procedures and protocols ensuring all necessary governance, donor and statutory obligations are fulfilled.
* Overseeing administrative systems in support of LEF operations including finance, HR, communications and IT systems.
* Liaising with and supporting the LEF Company Secretary to ensure compliance with all company registry issues and filing.
* Providing innovative solutions to complex issues that may arise.

**Championing, Fundraising and Resource Development**

* Being the primary point of contact between the Conservation Collective, donors and LEF partners.
* Developing and enhancing resource mobilisation for LEF including identifying and cultivating public and private donor prospects, and pro bono service delivery
* Planning, designing and preparing project funding proposals and reports
* Promoting, championing and representing LEF and its interests, locally, nationally and internationally.
* Providing innovative solutions to ensure the resilience of LEF.
* Travelling nationally and internationally, as needed, on behalf of LEF.

Such other duties as may be assigned by the Steering Committee.

**Qualifications:** Minimum 3 (three) years’ work experience at senior management level, ideally in the conservation, environmental, tourism or agricultural sector.

* Minimum university degree
* Master’s degree (preferred)
* High level of computer literacy
* Fluency in Kiswahili and English

**Experience:**

* Conservation at international, national or sub-national level
* An understanding of biodiversity information systems and initiatives
* An understanding of relevant international and national conservation and environmental frameworks
* In depth understanding and engagement with M&E systems
* Experience with results based project design and associated planning models
* Knowledge of incentive-based conservation
* Budget formulation, financial management and reporting
* Community engagement processes
* Interacting with national leaders and donors
* Preparing project proposals and reports

**Competencies and Skills:**

An ambitious, high energy, strategic thinker and leader who has a proven track record of delivering conservation impact through partnerships with communities, donors and policy makers in Kenya.

* Result-driven with proven organizational development skills and a clear understanding of Change Theory.
* Knowledgeable on biodiversity, conservation strategies, climate change and marine ecosystems.
* Demonstrable ability to work well cross functionally and build effective partnerships both internally and externally.
* Experience with a range of donors including high net worth individuals, private clients, family offices, foundations, institutions, government donors, NGOs, and corporations.
* Excellent communicator who can work with senior stakeholders, from the international conservation sector as well as local and national government.
* Self-driven with an entrepreneurial approach.
* Excellent interpersonal and communication skills.
* Able to motivate and manage a small team working in Lamu county.