

PROGRAM MANAGER TERMS OF REFERENCE

ABOUTS US

The mission of the Roatan Marine Park (RMP) is to inspire, educate, and empower communities and visitors to protect and preserve marine environments for the benefit of all. We seek to create healthy marine environments in the Bay Islands and thriving communities now and in the future. Our work revolves around three pillars: facilitating environmental protection, empowering our community, and promoting environmental responsibility.

DESCRIPTION

Roatan Marine Park seeks an experienced program manager who is passionate about the conservation of marine wildlife and working with fishing communities and decision makers to work as the RMP's Program Manager and lead research, and conservation programs. Reporting to the Executive Director (ED), Program Manager will oversee different program's within the organization, and work with multi-sectoral partners and communities to help develop and implement project activities, identify emerging threats, leverage opportunities, and advance policy solutions He/she will interact with governmental institutions, non-governmental organizations, academic institutions, the media, donors, the corporate sector, specialists / consultants, and other stakeholders, in collaboration with the Executive Director (ED), as appropriate.

SUPERVISION

The Program Manager (PM) will be under the supervision of the Executive Director and will work directly with the Financial Controller. The PM will supervise the Research Coordinator, Patrols Coordinator, Volunteers Coordinator. Indirectly the Program Manager is responsible for the Research Associate, and Marine Park Rangers.

LOCATION

The position is based in Roatan, Honduras with regular local, regional, and international travel.

RESPONSIBILITIES

Program Management:

- Manage and provide leadership to the team to implement projects, including overseeing human resources, program deliverables, payments, fundraising, grant oversight and reporting, ensuring efficient and effective delivery of the programs' goals and objectives.
- Lead the writing of reports for partners and funders, grant proposals, programmatic updates, and news items.
- Nurture and maintain strong professional alliances with government partners, donors, NGOs, civil society, and the press in the RMP's network to implement strategic actions, identify short and long-term project priorities and opportunities, and develop collaborations.
- Fundraise for individual research projects and other activities within the programs managed
- Organize in-person and virtual events (meetings, workshops, conferences, etc) with the team to create and strengthen alliances with partners, donors, and the public and that support outreach, education, research, and fundraising goals
- Ensure HR, legal, administrative, and fiscal compliance of all work undertaken by, including permits for scientific research, export and import of samples, employee contracts etc
- Ensure full maintenance and inventory of the organisation's equipment, supplies, and oversee resource allocation and ensure budgetary control
- Manage program-based data and media including photos and videos and contributions from citizen science projects and local partners into the RMP's database
- Prepare and track the yearly budget and project progress with the ED and manage the programs finances with the Financial Controller
- Represent the organization and participate in relevant conservation and policy meetings in the country and internationally, and develop reports and presentations on RMP work as needed

Development and Fundraising:

- Steward the current portfolio of private and corporate foundation donors and assist in nurturing existing relationships that include personal visits, and regular communications.
- Identification, cultivation, and stewardship of new donors with solicitation through visits, proposals and/or other written materials. This includes prospecting and research via databases, websites, and other donor listings; reviewing RFPs and funding opportunities to determine their alignment with RMP's programs, and tracking prospects and deadlines.

- Coordinate, write, and edit proposals, reports, and letters to institutional, selected corporate and individual donors, and prospects for broad and program-specific support of RMP.
- Ensure timely and accurate preparation of reports as well as acknowledgment letters for institutional, corporate, and individual donors.

QUALIFICATIONS

- A bachelor's degree in a relevant field such as biology, environmental engineering, business administrations. A master's in science is preferred.
- A minimum of 5 years of experience in managing teams and projects in Honduras (or elsewhere), preferably knowledge of NGOs.
- Knowledge of national or regional marine, conservation, and political environments
- Bilingual Spanish/English or fluent Spanish & strong English written and spoken skills required.
- Excellent and demonstrated written and verbal / presentation skills required
- Will be a highly motivated, proactive, and committed strategic thinker who is detail-oriented and highly organised with a strong work ethic; the ability to work to tight deadlines and manage others to ensure best results and strong teamwork.
- Fundraising and proposal writing experience is required
- Competent Microsoft Office Suite and Zoom user, familiarity with Adobe suite, Canva an asset.
- Strong writing, editing, and proofreading; ability to transform key messages and knowledge on project activities, products and results in highly strategic communication materials/messages optimized for the intended target public: politicians, donor & development community, governmental counterparts, private sector, civil society
- Proven expertise using a variety of digital communications platforms (such as website CMS, social media platforms, Search Engine Marketing)
- Ability to work both independently and as functional team member; focus on results, and responding positively to feedback; diplomacy and political sensitivity; accountability
- Good planning, logistical and organizing skills; with ability to deliver high quality results against tight deadlines; attention to detail and follow-through

Please send your cover letter with CV in one pdf file to francis.lean@roatanmarinepark.org.

***Only short listed applicants will be contacted.**