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***Taken from Appendix 1 Operations Manual 2007***

**Executive Director, DCNA**

**Position summary**

The Executive Director works independently within the framework of the Foundation’s Articles of

Incorporation, Bylaws, Operational Manual and annual and strategic plans and budgets to achieve

the organisation’s mission.

The Executive Director is responsible for day to day management of the Foundation; the

implementation of action plans, work plans and budgets that have been approved by the Board of

Directors; the proper maintenance of the Foundation’s financial books and records; the supervision

of the staff of the Foundation; administering and monitoring grants; representation and promotion

of the Foundation in dealings with government and the media; fundraising; and otherwise assisting

the Board.

**GOVERNANCE**

**Board administration and Support**

The Executive Director is responsible for maintaining good relations and reporting to the Board.

The Executive Director actively participates in Board meetings, including preparing the agenda and

content for agenda items, guiding policy decisions, leading discussion, acting as a source of

information, stating her/his opinions and giving advice on any matters relating to the Foundation,

whether asked for or not.

The Executive Director is responsible for promptly, regularly and fully informing the Chairperson of

the Executive Committee about the current affairs, activities and finances of the Foundation, and

for obtaining the Chairperson’s advice and approval in all cases where this may be required by the

Foundation’s Articles of Incorporation, Bylaws or Operational Manual. The Executive Director is

responsible for ensuring regular and frequent communication between the Financial Asset Manager

and the Finance Committee.

**Planning and Budgeting**

The Executive Director develops policy, prepares long-term strategic plans, annual operating plans,

and annual budgets for consideration and approval by the Board, and prepares requests for

proposals (RFPs) based on those Board-approved plans, strategies and budgets.

**FINANCIAL MANAGEMENT**

**Signing authority**

The Executive Director prepares and signs contracts, leases, tax returns, grant agreements,

applications for permits and registrations, and all other written documents on behalf of the

Foundation, provided that any resulting financial expenditures, obligations or liabilities are covered

by a budget approved by the Board.

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**Record keeping and finances**

The Executive Director ensures the proper maintenance of financial records and accounts of the

Foundation, either directly or by supervising other staff who are given this responsibility in their

Terms of Reference or by outsourcing to a recognised accounting office. The Executive Director

ensures that annual audits are conducted in accordance with recognised standards.

**Projects and grant administration**

The Executive Director develops and implements projects for DCNA as well as administering

grants; monitoring and evaluating the performance of grantees, resolving any issues involving a

grantee’s failure to perform as agreed or failure to report in a proper and timely manner as

required; and reporting to the Board on all of the preceding.

**Financial Asset Management**

Executive Director assists the Board in hiring a professional financial asset manager (FAM). The

Executive Director acts as the point contact between the FAM, Treasurer and Finance Committee.

The Executive Director ensures that reports and updates are submitted and distributed in a timely

manner and that any significant developments relating to the Foundation’s investments are

promptly brought to the attention of the Treasurer and members of the Finance Committee.

**REPRESENTATION**

The Executive Director represents and promotes the Foundation’s interests in day-to-day dealings

and on-going liaison with representatives of the central government, island governments, local

communities, local and international non-governmental organizations, local and international

businesses that impact biodiversity or are potential donors to DCNA, multilateral and bilateral

international donor agencies, foundations and wealthy individuals who are potential donors to

DCNA, local and international scientific and educational institutions/ associations/individuals, and

local and international media.

**External Co-ordination**

The Executive Director promotes DCNA within the international conservation community by

attending appropriate venues and wherever possible making presentations. The Executive Director

coordinates with other initiatives and government in order to avoid duplication of 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

initiatives.

**FUNDRAISING**

The Executive Director collaborates with members of the Board, the Support Group in the

Netherlands and others to develop a fundraising strategy for DCNA and for the Trust Fund,

researches and identifies potential donors, makes presentations to potential donors, prepares grant

applications to potential donors and negotiates the terms of grant agreements with donors,

prepares reports to donors and resolves any issues raised by donors, and travels within and

outside the Netherlands Antilles for any of the foregoing purposes.

**COMMUNICATION**

The Executive Director collaborates with members of the Board, the Support Group in the

Netherlands and others to develop a communication strategy for DCNA, develops objectives,

identifies target audiences, develops key messages and strategies and their implementation for

audiences within and outside of the Netherlands Antilles

**HUMAN RESOURCE MANAGEMENT**

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The Executive Director hires staff of the Foundation based on Board-approved budgets and

authorization. The Executive Director is guided at all times in personnel matters such as hiring,

dismissal, disciplinary procedures and conflict resolution by the relevant sections of the Operational

Manual and Antillean Labour Law.

The Executive Director prepares work-plans for staff, supervises the proper performance of their

duties, evaluates and, if necessary, terminates staff.

**Outsourcing**

Executive Director out sources work to appropriate organisations and individuals and is responsible

for developing Terms of Reference and overseeing the efficient and successful execution of the

work.

**Organisational Management and Development**

The Executive Director is responsible for the overall efficient functioning of the DCNA Secretariat

and the building of an effective organisation, the development of a dynamic institutional culture,

providing leadership and team building as well as ensuring high performance and productivity. It is

expected that the Executive Director will set a new standard in non-governmental organisation

management culture.