

## **EXECUTIVE OFFICER: DELTA ENVIRONMENTAL CENTRE**

The Delta Environmental Centre (“DEC”) is a non-profit organisation established in 1975. The main aim of DEC, through its environmental education in action programme, is to enable people to improve the quality of their environment by promoting the management and sustainable use of all resources, in line with the South African Constitution.

The Executive Officer will work closely with the Board of Directors, the staff, third parties and others to manage the DEC in a manner that promotes the DEC and its core values. The Executive Officer will be able to develop, create and maintain programmes that reflect the mission and vision of DEC. The Executive Officer will be able to manage the DEC in line with the laws and regulations of South Africa and develop procedures and systems that protect the integrity of DEC. The DEC will also make sure that all financial systems and procedures are in line with standard accounting practices in South Africa.

### **Executive Director Job Responsibilities:**

- Work with the DEC team to develop and implement effective strategies to advance the mission and vision and the brand attributes of the DEC internally and externally. Enable an organisational culture to realise the DEC's potential to create itself as a dynamic, self-respecting, great place to work, to visit and to remember. Lead and enable the potential of advocacy by the DEC and its subject-matter experts and associates.
- Collaborate and coordinate with NGO and business sector partners, funders, technical experts, third parties, government structures and accountable community representatives, to develop and implement current and future environmental education in action programmes and initiatives.
- Identify, build and maintain networks and/or partners with relevant stakeholders from government, civil society groups, the private sector and academics.
- Develop and implement consistent strategic planning and direction of the organisation's operations and programmes.
- Develop and implement consistent inventory and cost accounting policies, procedures, and operational reporting/metrics that are simple and action enabling.
- Oversee and report on the organisation's performance to the Board of Directors.
- Prepare accurate and timely analyses that capture and communicate fundraising contact activity and results, variances, and performance trends and opportunities.
- Provide leadership to and manage the efforts of staff to ensure appropriate support of all staff, contractors, departments and activities of the DEC.
- Supervise the development of operations-based financial modelling.
- Coordinate and lead annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with operational and senior management for all activities.

- Approve major systems implementations related to cost and inventory control.
- Retain a widely diverse, multicultural and highly qualified staff and volunteers by providing career coaching, growth, and personal development for employees.
- Ensure that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.
- Ensure that the programmes and activities of DEC are being carried out timeously and efficiently,

**Executive Director Qualifications / Skills:**

**Education, Experience, and Qualifications:**

- Relevant Bachelor's Degree, preferably in the environmental sector, (a master's degree would be a value add).
- 5 years or more experience as a manager at a senior or executive level within a company.
- 2 years of experience working in a non-profit company and/or in sustainably roles in a company or in related fields e.g., conservation.

**Skills:**

- Demonstrate leadership and management skills.
- Enthusiasm for the protection, and sustainable development of the environment and its natural resources in cities and rural areas.
- Demonstrate awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Experience in working in interdisciplinary teams.
- Understanding the laws, regulations and governance of the non-profit sector.
- Knowledge of environmental sciences, environmental policy and environmental education.
- Taking the initiative, good judgement, ability to think critically and problem solve and a strong work ethic.
- Proficient in working with technical skills.
- Excellent oral and written communication skills.
- Ability to work independently and in collaboration with funders, partners, staff, and third parties and to develop and maintain partnerships with key organisations and communities.

## How to Apply:

Applications should be submitted via email to ..... with '**EXECUTIVE DIRECTOR: DELTA ENVIRONMENTAL CENTRE**' in the subject line.

Applications must include:

1. A motivation letter that indicates a) why you are interested in this position and what inspires you about the position; and b) aspects of your background that demonstrate the required competence for this role.
2. A detailed CV with three references.
3. Two writing samples (for example, articles or research reports) that demonstrate your own understanding of the environmental education sector and its applicability in the environmental sector.

Please ensure that your application as a whole speaks to the required qualifications, experience, personal profile and key roles and responsibilities. Please do not apply if you do not have the required experience. Only shortlisted candidates will be contacted.

**Applications: applications will be reviewed on a rolling basis until a suitable candidate is found.**

Salary is commensurate with skill and experience. The contract length will be two years with the intention of a longer-term arrangement.

Please email your application to [reception@deltaenviro.org.za](mailto:reception@deltaenviro.org.za) by **28 February 2023**.

*Delta Environmental Centre is committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities.*