



Malta Environment Foundation

Executive Director

Location: Home/remote working with travel required across Malta

Hours: Consultancy contract, equivalent €30-35,000 pro-rata depending on experience

Start: May 2024

To apply: Please send a CV and cover letter to beckym@edelweisshr.co.uk by 16 April 2024.

Malta Environment Foundation was established in 2023 to help the communities of Malta become leaders in the transition to sustainability, protecting and regenerating key marine and terrestrial ecosystems and improving the relationship between humans and nature.

We work with local partners to fund, develop and implement practical solutions to the region's most pressing environmental issues. We believe that environmental sustainability and economic development go hand in hand.

The fund raises money from individuals and businesses that love and rely on the island, its natural space, cities, coastline, and sea. It provides financial support to the most effective projects and campaigns working to protect and restore the area's natural environment.

Day to day activities of the Executive Director are focused on grant-making, fundraising and organisational management. Support and oversight come from the MEF Chair, Steering Committee, and Conservation Collective team.

The foundation is already well funded, and once the right person is established in the post, we hope they will have the opportunity to recruit someone in a part-time role to support them with operations.

The successful candidate for this role will:

- Be a pro-active, highly organised individual with an entrepreneurial approach.
- Be a first-class communicator, capable of engaging a broad range of stakeholders.
- Have a good understanding of the key local stakeholders and knowledge of the national NGO landscape.
- Be fluent in Maltese and English.
- Live in Malta with a drivers license.
- Have a minimum experience of three years working in the conservation sector.

Key responsibilities for the role:

- Identify projects matching the local environmental priorities that align with MEF strategy and goals, encouraging and supporting them to apply for grants, and overseeing the process of selection by the steering committee three times a year.
- Carry out regular mapping, outreach and relationship & partnership development with local NGOs and key stakeholders.
- Increase awareness of and trust in MEF's mission and work through brand development and communications, partnership building and local networking.
- Lead grant making, fund raising, communications and financial operations of the foundation.



Detailed overview of activities and responsibilities of Executive Director:

Grant Making:

- Identify /develop projects that match the priorities outlined in MEF's strategy.
- Identification of project and programme ideas and support potential partners in project design.
- Project development in areas where partners are not active, support with capacity building, adding value where possible. This can mean creation of alliances and coalitions between various stakeholders.
- Lobby to influence policy where relevant.
- Monitor and evaluate ongoing grants. Feed data into the internal reporting process and report on progress to the steering committee.
- Meet grantees in person in the field when possible.

Fundraising:

- Work with MEF Steering Committee and Conservation Collective/central team to secure new major donors with strong connections to Malta. Target, secure €140,000 for 2024.
- Follow-up on introductions and develop/nurture relationships with major donors, act as local point of reference for existing donors and supporters – online and in person. Goal 20% growth year on year.
- Maintaining existing donor relationships with key corporate partners and donors (create, develop and convert opportunities).
- Raising money from local and international businesses (researching new partners, cultivating partnerships through tailor-made programmes).
- Apply for further funding from larger foundations to scale up selected projects when appropriate.
- Organise and promote fundraising events.

Governance & administration:

- Coordination of quarterly Steering Committee meetings (agendas, dates, minutes etc.).
- Manage the coordination and input from the local Advisory Board to provide scientific and local expertise on potential grants/projects to support good decision-making of the SC.
- Use IT systems, supported by CC to input updates, track fundraising, good grant management and all administration information.
- Arrange all aspects of fund administration: local budgets, financial reports, expenses claims, etc.
- Supporting the ongoing registration of MEF as a registered Maltese local entity.
- Subject to sufficient funding, hiring new part-time locally-based support after five months in the role.

Communications:

- Draft newsletters (minimum 3x per year) with updates on funded projects, the main conservation challenges Malta faces and major MEF news.
- Share information and updates about all ongoing and new grants made by MEF through website/socials and newsletters.
- Draft regular website updates & social content (text and images) – goal one per month.
- Social media monitoring and engagement with partners – goal one post per week.
- Create information and promotional material for MEF to assist with awareness raising and fundraising.
- Local, national and international media relations and disseminating press releases, where possible.
- Representing MEF at events and conferences – both as an attendee and presenting as public speaker.