



## **JOB TITLE: Executive Director**

**DURATION:** January 1 – December 31 2020

### **JOB DESCRIPTION:**

This is a permanent, part-time position as head of day-to-day operations of Aksyon Kalikasan (Eco Actions Ph), Inc. The position requires 20 hours (4 hours a day) during weekdays for general office work, networking & coordination as well as attending meetings, events, IEC, advocacy & lobbying (including policy research) activities and managing weekday trainings work. It also involves 16 hours of work over the weekend to supervise our weekend EcoCamps, EcoTours Community Immersions and training. The work involved project/program/activity development, management, implementation & monitoring & evaluation. It will also involve resource mobilization, promotions and communications and personnel & volunteer management.

### **RESPONSIBILITIES:**

Coordinate and finalize an annual operations and business plan with a monitoring & evaluation (M&E), organizational development, knowledge management & communication systems for all the programs of the organization for adoption by the Board of Trustees and subsequent implementation.

Supervise all personnel (staff and volunteers/OJT/interns) of the organization ensuring they contribute in delivering outputs to implement the goals and objectives of the organization, especially those set out in the annual operations and business plan. He/she will also recommend and endorse the appointment of relevant personnel to the President and/or the Board, including drafting relevant TORs and contracts.

Supervise all aspects of designing, marketing/promotion, implementation and post event reports or all EcoTours, EcoCamps, Community Immersion, Training, IEC, advocacy & lobbying activities (including policy research) conducted by the organization or assigned to him/her by the President, the Chairperson and/or the Board.

Provide secretariat support to all the working committees, task forces, the Board of Trustees and the Executive Committee of the organization, including providing documentation of their regular and special meetings.

Support project & program development, including developing and maintaining a database of potential sponsors, donors and partners as well as writing proposals and sponsorship requests and presenting them to access resources needed by the organization

Write a monthly operations report of the organization and provide support to the President in writing annual accomplishment reports and other related publications of the

organization; including a quarterly article featuring a key accomplishment of the organization for the website and any newsletter.

Maintain and develop the website and all social media platform of the organization. If the organization will have a regular newsletter or similar publication, he/she will act as its managing editor.

Provide support to networking and alliance work of the organization, including those headed by the President and the Chairperson of the organization; including maintaining a database of all past current and potential partners and ensuring they are regularly and properly updated about the work of the organization.

Manage the day to day operations, upkeep and security of the main office of the organization including all equipment, supplies, records and files

Ensure that all required reportorial requirements of the organization is provided on time including those in SEC, BIR, LGUs, multi-stakeholder management bodies (eg WQMA), CSO/NGO alliances/network that the organization is part of.

**ELIGIBILITY**

He/she must be a degree holder or have relevant training & experience on management, capacity building. He/she must have at least one (1) year relevant experience where these capacities are demonstrated.

**COMPENSATION**

Pursuant to the requirement of minimum wage, a compensation package of P 7,200/month basic salary; net of taxes, with all legally-required benefits (13th month pay, overtime pay, night shit differential, separation pay, retirement pay, leave benefits and mandatory contributions to SSS, PAGIBIG, PhiHealth). A 5% incentive of net income from all our weekend paid events will also be provided but paid every quarter. For approved grant proposals developed by the Executive Director, he/she will be provided an additional incentive of 10% of management budget of said grant payable at the end of the year.

**COMFORME**

_____ EMPLOYEE	_____ DATE
_____ EMPLOYER	_____ DATE