



**Roatan Marine Park  
JOB PROFILE  
Executive Director**

**To apply please email :**  
CV and a covering letter to  
[info@roatanmarinepark.net](mailto:info@roatanmarinepark.net)

**Contract Type**

<b>Job Title</b>	Executive Director	<b>Repots to:</b>	Board of Directors
<b>Contract</b>	1 year (renewable)	<b>Trial</b>	2 months

**Roatan Marine Park**

The Roatán Marine Park(RMP) is an 11 year old Not-For-Profit NGO, with a mission of protecting Roatán's natural resources for the future. The RMP runs a broad range of activities to protect Roatán's its resources, including patrols and marine infrastructure, education, public awareness, environmental inspections and alternative livelihood projects. It is also a legal co-manager of the Bay Islands National Marine Park.

**Executive Director**

The Executive Director is the Chief Executive Officer of Roatán Marine Park. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

**Required Personality Traits and Experience**

- Advanced degree, ideally in Administration, Environmental Science, Biology or similar theme.
- Minimum 5 years of management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of taken an organization to the next stage of growth.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.

- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Must be able to walk into unfamiliar situations and effectively build relationships.
- Understanding of the community and various target audiences.
- Diving experience preferred.
- Must be fluent in written and spoken English and Spanish.

#### **Specific Committee Responsibilities:**

1. Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
2. Assure that the organization has and complies with with a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress. Ensure strategy is updated as appropriate.
3. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
4. Promote active and broad participation by volunteers in all areas of the organization's work.
5. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
6. Maintain a working knowledge of significant developments and trends in the field.

#### **Leadership & Management**

- Successfully implement the RMP Strategic Plan.
- Hold weekly meeting with staff member to improve planning.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
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- Actively engage and energize Roatan Marine Park volunteers, board members, event committees, alumni, partnering organizations, and funders
  - Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for the national rollout
1. Lead, coach, develop, and retain Roatan Marine Park's high-performance senior management team Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents
  2. Contribute to the organizational growth via efficient management of staff and funds. The ED must follow Honduran legislation and norms regarding accounting and labor rights and follows all other Honduran legislation pertaining to natural resource management and protection. The ED must ensure that all the organizations equipment and infrastructure is being used adequately.
  3. The ED must guarantee the successful implementation of projects the organization is committed to regardless of what the source of funding is. All of these projects must fall within the scope of the strategic plan.

### Fundraising & Finance

- Supervise staff to ensure all legal requirements for the organization are met on time including DEI and URSAC reports. Report updates yearly to the Board.
- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously retiring building debt
- Use external presence and relationships to garner new opportunities
- Be responsible for developing and maintaining sound financial practices.
- Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

## Communications

- See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
- Build personal relationships with business that support or could be potential supporters the RMP via personal visits and calls.
- Ensure that the activities of the organization, its programs and goals are publicized via social media , quarterly newsletters and reports to funders.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication

## Patrols

- Provide supervision in accordance to the strategic plan to meet goals and objectives.
- Ensure staff are aware of the rules and regulations of the park and are updated in their protocols.
- Ensure that all equipment and infrastructure are good condition and are properly maintained.
- Empower patrol staff and coordinator to realize the patrol program successfully

## Education & Outreach

- Ensure the strategic plan is being met.
- Provide staff with tools needed to reach goals and objectives.
- Be a competent and inspiring public speaker.

## In relations with staff, the Executive Director will:

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- See that an effective management team, with appropriate provision for succession, is in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

