

# New Position Announcement

## Chief Conservation Officer Global Heritage Fund

### Position Overview

The Chief Conservation Officer (CCO) at Global Heritage Fund (GHF) is responsible for ensuring the highest standards of leadership and project implementation at all GHF sites in heritage conservation and community development.

The Chief Conservation Officer reports to the CEO/Executive Director and manages all GHF Project Directors, field directors and managers, and GHF Project-related staff world-wide responsible for planning, budgeting, conservation science, partnerships, in-country co-funding, community development and quality assessment (including post-term monitoring and evaluation).

### About Global Heritage Fund

Global Heritage Fund (GHF) is an international conservancy whose mission is to protect, preserve, and sustain the most significant and endangered cultural heritage sites in the developing world.

GHF utilizes our *Preservation by Design*<sup>®</sup> methodology of planning, science, community participation, partnerships and international financing to enable long-term preservation and development of global heritage sites. GHF catalyses proper management and the nurturing of heritage sites through seed funding that initiates the conservation process in a range of forms.

In 2010, we launched Global Heritage Network (GHN), an early warning and threat monitoring system using state-of-the-art satellite imaging technology to enable collaboration between international experts and local conservation leaders to identify and mitigate man-made threats.

Since 2002, GHF has invested over \$25 million and secured \$20 million in co-funding for 16 global heritage sites to ensure their sustainable preservation and responsible development. Global Heritage Fund has an annual budget of approximately US\$3 million and our global staff numbers 14 persons, with over 200 project directors, contractors and consultants working in twelve GHF Projects in ten countries. Our global headquarters is located in Palo Alto, California and have offices opening in New York and London.

Our long-term goal is to protect and preserve over 200 endangered global heritage sites and generate millions of jobs and hundreds of millions of dollars in annual income and critical foreign exchange revenues for the lowest income countries and regions.

## **Chief Conservation Officer (COO)**

GHF believes that there is a silent extinction of major heritage sites throughout the developing world that represents a massive loss of cultural diversity and economic opportunity. Our goal as an organisation is to bring global recognition to this issue and to provide working examples of how best to alter the trajectory of this devastation to benefit civil society and increase human development.

### **Duties and Responsibilities**

#### **Global Projects**

- Oversees processes and governance of all of GHF Projects, budgets, technical expertise deployment and operations globally.
- Ensures that In-Country Matching Funding for GHF Projects is secured for long-term sustainability.
- Works closely with CEO, COO/CFO, Chief Development Officer, and senior program staff to develop and implement plans contained within” the four year Strategic Plan 2011 - 2014.
- Oversees the development of annual plans and budgets by all GHF Project Directors and staff to plan budgets, milestones and assess progress.
- Ensures regional and project teams reporting is conducted timely and accurately; regularly monitors annual budgets to ensure costs do not exceed budgetary constraints.
- Participates in planning the annual management team conferences for management and senior staff, which serves as our annual opportunity for training and idea sharing.
- Serves as a resource to the regional and country teams for problem-solving and crisis management.

#### **Global Development and Finance**

- Works closely with CEO, COO/CFO, Chief Development Officer, the Board of Trustees and regional fundraising leaders to secure major donors for GHF’s mission.
- Supports development of a for-profit Global Fund for Heritage and Development for loan guarantees to commercial banks for GHF Projects.

#### **Best Practices and Knowledge-Sharing**

- Works with program team to codify best practices for programs so that they can be shared across existing countries of operation and rolled out in new ones.
- Manages the flow of information regarding strategic direction, program operations and expansion projects to the development team to assist in foundation, corporate and individual fundraising efforts.
- Supports and enhances global staff’s ability to perform their jobs by ensuring clear processes and systems are designed and set up in terms of work management and communication.
- Regularly shares “state of heritage” information from around the world with GHF Staff.

## Required Qualifications

- A doctorate or masters degree in a related field of study, e.g., Historic Preservation, Archaeology, Architecture, City Planning. MBA Preferred.
- Prior experience living and/or working in a developing country.
- Professional experience in international development.
- Twelve years of relevant professional experience, with a minimum of 5+ years in a senior management capacity.
- Prior success working closely with and building relationships with staff, partnerships, donors and a Board of Directors.
- Ability and desire to travel nationally and internationally, likely 40-50% time.
- Effectiveness in working or volunteering in a non-profit organization that is focused on maintaining high quality work and low overhead.
- Proven track record of achieving results.
- Prior experience in a fast-paced, growth-oriented global or regional organization.
- Ability to juggle multiple priorities simultaneously and take initiative.
- A management style that is outcome-oriented, but flexible, and that respects the capabilities and independence of staff, while providing them with a clear sense of direction.
- Excellent interpersonal skills - a capacity to listen well and inspire trust.
- Action-oriented - an ability to move from ideas to action.
- An ability to communicate effectively and professionally with a diverse range of people from different environments, sectors, and society.

## Skills and Characteristics

To be successful as a member of the GHF team, you will also:

- Have a passion for our mission and a strong desire to impact an up-and-coming non-profit.
- Be an innovative and creative thinker - you are not afraid to try something new and inspire others to do so.
- Have a very high level of personal and professional integrity and trustworthiness.
- Have a strong work ethic and require minimal direction.
- Work well independently as well as part of a team.
- Thrive in a fast-paced and fun environment.

## Compensation

The salary for this position will be determined based upon the experience of the candidate hired. Health, dental, vision, and 401k benefits are provided. The non-monetary compensation includes a unique opportunity to be part of an innovative, meaningful, fun, and rapidly growing organization that is changing the world through global heritage conservation and sustainable development.

Contact: Jeff Morgan, Executive Director, [jmorgan@globalheritagefund.org](mailto:jmorgan@globalheritagefund.org)