



JOB DESCRIPTION - EXECUTIVE DIRECTOR

Location: National Trust Office, Dart Park, South Church Street.

Reporting and other relationships: This position reports directly to the National Trust for the Cayman Islands (NTCI) Council, and specifically to the Executive Committee from which it receives guidance.

Job Summary: Direct and coordinate the operations of the NTCI. This includes the supervision of staff and ensuring that the five-year strategic plan is implemented, monitored, and modified as necessary.

Key Responsibilities and Accountabilities:

- Effectively manage the day to day operations of the NTCI.
- Ensure the Strategic Plan is implemented across all key areas; Environment, Historic, Education and Conservation (Blue Iguanas / Bats)
- Initiate and coordinate revenue raising measures.
- Ensure that all NTCI work is coordinated such that the various committees and programmes do not find themselves in conflict.
- Overview and supervision of financial matters with the Finance Manager
- Develop and execute office policies and procedures.
- Prepare monthly reports for Council
- Advocate on behalf of the NTCI with appropriate Government Departments, Members of the Legislative Assembly, and other officials as appropriate.
- Represent the NTCI on the National Conservation Council.
- Promote the NTCI's policies, usually through providing advice, suggestions, and support to Council and members as required.
- Working and building strong relationships with an array of International partners
- When required, develop well-researched, clear, and coherent responses to proposed developments and other works that may significantly threaten key sites.

What is required to do the Job effectively?

Education and/or Experience:

- At minimum, a University degree along with four years of management experience.
- Operational background, or experience working at another non-profit organization would be beneficial.



Knowledge, Skills and Abilities:

- Knowledge and passion for the preservation of Cayman's environment, culture, and places of historic significance.
- A strong ability to multitask and problem solve.
- Leadership and team building skills along with good time management skills.
- A high level of comfort in public speaking.
- Ability to work outside of normal business hours, on occasion.

Remuneration:

- Salary commensurate with experience CI\$68,000 – CI\$90,000 per annum
- Full package of benefits including petrol allowance, 100% health insurance, statutory pension and 20 days holiday.

Please email CV and covering letter to director@nationaltrust.org.ky

ONLY QUALIFIED CAYMANIANS, STATUS HOLDERS AND THOSE POSSESSING PERMANENT RESIDENCY WITH THE RIGHT TO WORK NEED APPLY.