



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 and oversight of local and international grants.
- Ensure that all NTCI work is coordinated such that the various committees and programmes do not find themselves in conflict.
- Overview development of budget and supervision of financial matters with the Finance Manager.
- Develop and execute office policies and procedures.
- Recruitment, hiring, training and succession planning.
- Prepare monthly reports for Council, attend Council meeting and all follow up.
- 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 and at local and international meetings and events.
- Oversight of Internal and External Public Relations with local and international stakeholders.
- 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 local and 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 five 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.
- Strong presentation and networking skills.
- Ability to work outside of normal business hours, on occasion.
- Understanding of social media platforms and effectiveness in reaching target audiences.
- Good understanding of research and data analysis.

Remuneration:

- Salary commensurate with experience CI\$80,000 – CI\$92,000 per annum
- Full package of benefits including petrol allowance, 100% health insurance, statutory pension and 20 days holiday.

Please apply in writing by July 22nd to: Executive Director, National Trust for the Cayman Islands, PO Box 31116, Grand Cayman, KY1-1205, or via e-mail to director@nationaltrust.org.ky or deliver to our offices at 558A S. Church St. Please include at least 2 references. Only qualified Caymanians, status holders and those possessing permanent residency with the right to work need apply.