

## ADVERTISEMENT

The GreenMatter Partnership (RF) NPC is a registered NPO and public benefit organization that operates nationally with a focus on transformation and skills development for conservation, environmental management and transitions to a green economy. Our vision is to empower individuals, communities and organisations to manage the environment fostering healthy ecosystems that support human well-being, and we do this through the development and support of programmes that cultivate environmental leadership. We are a key support partner to the Department of Forestry, Fisheries and the Environment and the South African National Biodiversity Institute in implementing the Biodiversity Human Capital Development Strategy. Our contributions include leading a prestigious postgraduate fellowship programme, supporting teacher education, incubating environmental entrepreneurs and advocating for transformational change in the sector. We intend on expanding on offerings over the next 5 years.

### **Reporting to the Executive Director the GreenMatter Partnership (RF) NPC is recruiting a Deputy Director for a 3 year fixed term contract**

#### **Position overview**

The Deputy Director will support the Executive Director in managing and leading the non-profit organisation. This role involves strategic planning, programme management, fundraising and operational management to ensure the organisation's goals and mission are achieved. The Deputy Director will oversee various operational and programmatic functions, lead initiatives, build new partnerships, and influence the strategic direction of the organization.

#### **Key Responsibilities**

*Strategic Leadership and Planning: The incumbent will collaborate with the Executive Director to refine and implement the organisation's strategic plan, take a lead in the execution of strategic initiatives, and monitor progress towards organizational goals while providing guidance and support to staff.*

*Operations Management: Oversee the day-to-day operations of the organization, including administrative, financial, team management and programmatic functions ensuring alignment with operational policies, procedures and budgets.*

*Program Development and Oversight: Oversee the design, implementation, and evaluation of new and existing programmes, ensuring that all programs are delivered effectively with high quality, in compliance with the funding agreements, budgetary planning and the organisation's strategic objectives.*

*Human Resources and Team Management: Lead, mentor, and develop a high-performing team, fostering a positive and inclusive work environment and assist the Executive Director with recruitment, hiring, professional development and training programs to enhance staff skills and competencies.*

*Stakeholder Engagement and Communication: Build and maintain relationships with key stakeholders, including donors, partners, and government agencies, representing the organisation at external events, conferences, and meetings and implementing communication strategies to enhance the organisation's visibility and public awareness.*

*Fundraising: Support the Executive Director in developing and executing fundraising strategies overseeing donor engagement and assisting in the preparation of grant proposals and reports.*

## Qualifications & Experience

Applicants should have a Masters' degree in environmental sciences, education, business or non-profit management or a similar discipline and at least 7 years' professional work experience in a leadership role within an organization. If you do not have this level of qualification and experience, please do not apply.

Additional preference will be given to candidate whose experience includes:

- Expertise in the design and delivery of capacity development programmes in one or more of the following areas: Environmental/Natural Resource Management, Biodiversity Conservation, Green Skills development, Climate Change, and/or the environmental education and training sector.
- Detailed knowledge of the Biodiversity Human Capital Development Strategy (BHCDs) or other human capital skills development strategies or skills development ecosystems would be advantageous.
- Extensive experience in financial management, including budget development, reporting and monitoring.
- Demonstrated experience in fundraising, grant writing, and donor relations.
- Demonstrated experience in strategic planning and execution.
- Demonstrated experience in managing complex projects.
- In-depth knowledge of the non-profit sector and the regulatory landscape in Southern & South Africa.

## Skills and competencies

- Leadership and management skills: Proven ability to lead, inspire (motivate), and manage a diverse team. Strong decision-making and problem-solving skills.
- Communication Skills: Advanced verbal and written communication skills. Ability to represent the organisation effectively to diverse audiences.
- Interpersonal Skills: Strong interpersonal skills and the ability to build relationships with staff, board members, donors, and stakeholders.
- Technical Skills: Proficiency in Microsoft Office Suite and project management software.

While GreenMatter has a national presence the incumbent should ideally be based in, or willing to relocate to, Gauteng as we have a hybrid work policy that requires working from our offices in Midrand. Applicants must be willing to travel and have a valid driver's license.

**The gross salary range for the position is R 725 000 – R 825 000 per annum commensurate with experience.**

Interested persons are invited to apply by sending a letter of motivation which clearly demonstrates their suitability and how they can meet (and exceed) the requirements of the position and a curriculum vitae (including the names and contact details of three referees) to [info@greenmatter.co.za](mailto:info@greenmatter.co.za). the subject line should state 'Deputy Director'.

Contact Ms Karen Vickers at [karen@greenmatter.co.za](mailto:karen@greenmatter.co.za) for any technical queries regarding the job requirements.

**Applications close on 20 September 2024.** Should you not have received feedback by 31 October 2024, you can assume you were unsuccessful. No rejection emails will be sent. GreenMatter reserves the right not to fill the vacancy.