Friends of Flora General Manager

Fixed Term: 18 months half-time	Location: Tasman	Closes: when suitable applicant is found

https://www.fof.org.nz/

Do you have a passion for biodiversity and working with volunteers to deliver conservation programmes? Friends of Flora Inc. (FOF) is seeking an experienced and motivated contractor as our General Manager. We're offering a flexible contract half-time for 18-months. This is an opportunity to make a real impact on biodiversity conservation in the Flora area of Kahurangi National Park.

About the Role

FOF is one of Aotearoa's foremost community biodiversity restoration groups, with a reputation for delivering complex projects over 25 years. Working in partnership with the Department of Conservation, FOF's operations include mustelid trapping over 10,000 ha of high-altitude forest and tussock and an extensive programme of pest and biodiversity monitoring covering birds, lizards, invertebrates and plants. The group is outgrowing its volunteer operating model. We need a manager to further develop our conservation journey.

Your key responsibilities will be

1. Working with the Committee to transition to a model whereby the Committee shifts from day-to-day management towards oversight of the FOF-led projects in the 5-year joint FOF/DOC operational plan.
2. Fundraising.
3. Working with volunteers to deliver the projects in the Operational Plan.
4. Working with experts to identify continuous improvements to existing projects.
5. Maintaining strategic relationships and identifying opportunities to develop further biodiversity restoration of the Flora.

You will work from home and need a computer and a vehicle to attend meetings in the Motueka Region and to access the Flora.

The contract is fixed term but there is an opportunity to develop the role for the long term, subject to successful fundraising. We hope you will fall in love with the Flora and Friends of Flora and want to be part of the whanau! The contract is for up to $90,000 and we will provide support to help you succeed.

What you will need

- Several years' experience managing conservation projects.
- Knowledge of ecological processes, predator control techniques and biodiversity outcome monitoring.
- Experience of working with volunteers.

- Demonstrated fundraising ability.
- Strategic vision.
- Evidence-based approach to problem solving.
- Skilled in using a variety of communication tools including social media.
- Ability to manage relationships with a range of bodies including DOC and iwi. Strong existing network of contacts preferred.
- Initiative and ability to work independently and as part of a team.
- Excellent planning, reporting and data analysis skills. GIS skills preferred.
- Competent in budgeting and book-keeping.
- Good field skills, comfortable working off-track in challenging terrain preferred.
- Full NZ driving licence.

To apply

If this opportunity sounds exciting, and you are legally entitled to work in New Zealand, we would love to hear from you.

For more information about Friends of Flora and the role, please contact fof@fof.org.nz.

Please send your CV with a covering letter describing why you think you'd be ideal for this role to fof@fof.org.nz