

Executive Director

Description

About Greenpeace

Greenpeace exists because this fragile earth deserves a voice. It needs solutions. It needs change. It needs action. Greenpeace was founded in Vancouver in 1971, when a small boat of volunteers and journalists sailed into Amchitka, an area north of Alaska where the US Government was conducting underground nuclear tests. This tradition of 'bearing witness' in a non-violent manner continues as an important part of all campaign work. Greenpeace today operates in more than 40 countries with headquarters in Amsterdam.

About Greenpeace Brazil

Greenpeace established operations in Brazil the same year the country hosted the first and most important environmental conference in history, the Earth Summit in 1992. Throughout the last 24 years, Greenpeace has been fundamental to creating a debate about environmental issues within the country where it has become increasingly obvious that environmental and social problems are interconnected.

Even though the rate of deforestation in the Amazon is falling, it is still alarming. Brazil has the potential to use its natural resources and become an energy superpower, but it is still investing in dirty and dangerous energy sources like oil and nuclear power. Greenpeace Brazil is actively campaigning for incentives for and investment in renewable energy sources such as wind, solar and biomass.

Greenpeace Brazil has over 130 staff in three locations across the country: São Paulo (main office), Brasília and Manaus; and is operating on a budget of 24 Million Reais.

Overall Purpose of Job

- To provide internal and external leadership, vision and strategic direction to the organisation in accordance with Greenpeace's core values and purpose, and in co-operation with the global organization.
- To be responsible for the management and administration of Greenpeace Brazil and work with the board to ensure proper governance and accountability.
- Ensure that Greenpeace Brazil plays a key role implementing the global programmes of Greenpeace, and makes the best possible contribution to the organisation's international objectives.
- Enable the development of strong teams and leadership.

Roles & Responsibilities

Internal Leadership & Management

- In partnership with the Board and with the Greenpeace Global Leadership Team, promote the vision, mission, strategic objectives and strategic priorities for the organisation, develop and nurture its philosophy and core values.
- Provide leadership and inspiration to staff and volunteers, and work with senior management to ensure a common vision and sense of purpose at every level.
- Ensure that there is a common understanding among staff, volunteers and other key stakeholders of the organisation's vision, mission, strategic objectives and strategic priorities.
- Develop and foster an organisational culture that attracts, retains and motivates staff and volunteers, and in which individuals constantly seek to learn, develop and to improve their own performance and the performance of the organisation as a whole.
- Foster good communications within the organisation, ensuring quality information flow between departments, in both directions within the management hierarchy and between the organisation and its volunteers.
- Ensure that management structure and systems are appropriate to meet the organisation's objectives and enable staff to carry out their work effectively and efficiently.
- Ensure that management policies and decisions are in line with the agreed strategic direction, priorities and core values of the organisation.
- Ensure that the recruitment, management, training and development of staff and volunteers are in line with good employment practice and directed towards achieving the organisation's objectives.
- Ensure that directly managed staff are clear about their roles and responsibilities, held directly accountable for their work, achieve the highest possible standards and are appraised regularly.
- Take ultimate responsibility for the recruitment, induction, training and development of all staff, have in place proper disciplinary and grievance procedures.

Strategic Development

- In partnership with the Board, Greenpeace International and senior staff members, secure the implementation of the long-term global programme within the core values and objects.
- Monitor, review and as necessary amend the strategy on a regular basis in response to the external environment in partnership with the Board and Greenpeace International.
- Monitor and review the external environment for changes and developments that may affect the organisation and in consultation with the Board, take

action to amend or implement new plans as necessary.

External Leadership & Communication

- Advance the work of Greenpeace Brazil in terms of outreach and liaison with the public, media and other organizations/agencies.
- Work with like-minded organizations in building a domestic and international progressive movement based on peace, sustainability and social justice.
- Develop the organisation's profile to grow its member base in Brazil.
- Develop the organisation's public profile and foster appropriate and productive relations with stakeholders, other non-governmental organisations, and government, statutory and private bodies.
- Ensure that there are mechanisms in place to take into account the views of external stakeholders regarding both the performance of the organisation and potential areas for future attention.
- Represent the organisation and act as a spokesperson at public functions, meetings and to the media.
- Demonstrate commitment and conviction inspiring audiences to act.

Governance and Board Relationship

- Direct, oversee and ensure implementation of Boards' directives and the reporting of work of all departments to the Board, including regular liaison with the Chair of the Board. Attend Board meetings and advise the Board regarding political context, recent developments and the work of Greenpeace.
- Ensure that the organization meets all its legal and regulatory obligations. Oversee all legal matters and advise the Board on these. Liaise with the corporate legal counsel related to various legal matters.
- Ensure that organisational risks are identified, understood and monitored and that there are systems in place to mitigate the risks, without compromising the organisation's capacity for effective action.
- Assume overall responsibility for the financial health of the organisation and ensure that appropriate financial and auditing systems are in place.
- Provide the Board with regular reports as to the status of the organisation and progress against agreed plans, strategic objectives and board policies.

Operations

- Exert overall control of all aspects of the operation of the organisation including the implementation and evaluation of its overall strategies and policies, its campaign, engagement, financial, fundraising, marketing, communications and administrative programmes.
- Ensure cross-departmental implementation of campaign programme, including departments responsible for campaigns, fundraising, finance and human resources.
- Ensure that the organisation's plans and policies, programme and people are relevant, fair and consistently implemented and in accordance with our core values.
- Ensure that proper transparency, accountability, financial controls and practices are adhered to at all times.
- Ensure that appropriate annual business and organisational plans are developed, agreed and implemented.
- Identify relevant methods for monitoring the performance of the organisation and report to the board on performance against approved business, financial and operational plans.
- Take ultimate responsibility for all aspects of the operation of Greenpeace Brazil including the implementation and evaluation of its strategies, policies and programmes.
- Approve and take personal responsibility for all direct actions carried out in the organisation's name.
- Participate in international meetings and discussions with colleagues from other Greenpeace offices as appropriate.

Skills & Qualifications

- Total commitment to Greenpeace's core values (bearing witness, non-violent direct action, independence and global mindset) and to its mission and objectives.
- Commitment to peaceful direct action as a tool to achieve campaign objectives, and to co-ordinated international action.
- Ability to lead and inspire others, and to bring together individuals with strong personal commitment and often divergent opinions.
- Intellectual abilities; sound analytical and judgemental skills, and an ability to identify problems, assess options and make timely decisions.
- Breadth of thinking and ability to introduce and apply innovative and radical approaches.
- Risk Manager – ability to balance compliance and risk taking.
- Ability to develop ambitious, bold and visionary objectives and farsighted strategic plans.
- Ability to translate strategic plans into reality and ensure delivery and performance.
- Ability to relate to and engage with people from a range of backgrounds, cultures and viewpoints.
- Excellent communication skills – confidently and fluently in stressful and potentially antagonistic circumstances.
- Flexibility and ability to manage rapidly changing situations decisively and effectively.
- Willingness to work hard and travel both within the Brazil and internationally.
- Unquestionable personal integrity.

Program Experience

- Knowledge of the environmental issues that are the focus of Greenpeace's campaigns.
- Knowledge of campaigning and advocacy and a strategic understanding of how to generate change.
- Understanding of regional, national and global politics and of how to influence those in positions of commercial and political power.

Management Experience

- Successful track record of management at senior executive level, in a substantial, complex organisation, in either the non-governmental, commercial or public sector.

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- Direct experience of developing strategic plans and long term financial and business plans.
 - Demonstrable success in managing organisational change and its consequences.
 - Experience of managing and developing strong willed, committed individuals in a values-based organisation.
 - Experience in assessing competing priorities and allocating resources.
 - Experience of board level relations and knowledge of governance in the non-governmental sector.
 - Management experience in a range of disciplines including (some or all of) operations, marketing, finance, human resources, IT, campaigning, media, fundraising and investigations.
 - Experience of operating in an international organisation with a wide range of cultural and social norms.
 - Membership motivation and activism.
 - Strategic stakeholders mapping and engagement – key politicians, opinion makers, journalists, civil society leaders, academy, other non-for-profit-organizations.
 - Fundraising/financial sustainability.
 - Brand building/brand equity.

Meta Fields