

Executive Director

Description

About Greenpeace

For over forty years, Greenpeace has been at the forefront of the world's most pressing environmental issues. These issues are global in nature and so are their solutions. With offices in over forty countries, Greenpeace is the leading independent environmental organization that utilizes bold action, cutting-edge research and creative communications to protect the Earth. Greenpeace exposes global environmental problems and promotes the solutions that are essential to a green and peaceful future.

On behalf of Greenpeace Mexico, Mission Talent is now searching for the new Executive Director who is to:

- To provide leadership, vision and strategic direction to the organisation in accordance with Greenpeace's core values and purpose and in co-operation with Greenpeace International;
- To be responsible for the management and administration of Greenpeace Mexico and work with the board to ensure proper governance and accountability;
- Ensure that Greenpeace Mexico plays a key role in developing Greenpeace International's campaign programme and makes the best possible contribution to the organisation's Global objectives.

Main Areas of Responsibility

Leadership

- In partnership with the Board and with Greenpeace International, set the vision, mission, strategic objectives and strategic priorities for the organisation, develop and nurture its philosophy and core;
- 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;
- Ensure that staff and volunteers at all levels are focused on achieving the objectives of the organisation and operate at all times in accordance with the organisation's core values;
- Develop and foster an organisational culture that attracts, retains and motivates staff and volunteers, in which individuals constantly seek to learn and to improve their own performance and the performance of the organisation as a whole.

Strategic Development

- In partnership with the Board, with Greenpeace International and with senior staff members, develop a long-term strategy for the organisation within the core values and objects;
- Monitor, review and as necessary amend the strategy on a regular basis in response to the external environment and in partnership with the Board and with 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.

Governance and Relationship to the Board

- Ensure that the organisation fulfils all its legal statutory and regulatory responsibilities;
- 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;
- Ensure that the Board are kept informed of developments that might significantly affect the organisation, and kept abreast of legal actions affecting the organisation or individuals within it;
- Ensure that the Board are informed of any activities that might have legal implications for the Board or for individual board members;
- Take responsibility for the overall financial health of the organisation and ensure that appropriate financial and auditing systems are in place according to agreed international Greenpeace standards, so as to safeguard the organisation's financial and other assets, and ensure the organisation is run efficiently and effectively;
- Provide the Board with regular reports as to the status of the organisation and progress against agreed plans, strategic objectives and board policies;
- In partnership with the Board ensure that the organisation has a governance structure appropriate to its size, objectives and mode of operation, which protects it from unnecessary risk and is in accordance with Greenpeace International guidance and norms;
- Ensure that the Board receives sufficient and timely information and advice to be able to make informed decisions, and that where board decisions are required these are clearly identified;
- Hold regular meetings with the Board Chair to discuss openly problems and progress, agree expectations, plan the programme and prepare for meetings with the full Board.

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, financial, marketing, communications and administrative programmes;

- Ensure that the organisation's plans and policies are relevant, fair and consistently implemented and accord with our core values;
- Ensure that proper 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 Mexico 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.

Management

- 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;
- Take ultimate responsibility for the recruitment, induction, training and development of all staff, have in place proper disciplinary and grievance procedures;
- Participate personally in the recruitment of all senior staff, and involve the board in approving senior appointment;
- 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;
- Establish 360-degree HR systems according to Greenpeace standards for evaluating staff performance against agreed individual objectives on a yearly basis;
- Submit a yearly self- performance evaluation against Board agreed objectives, as part of your annual 360-degree evaluation, conducted by the Board.

Communications

- 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;
- To develop the organisation's public profile and foster appropriate and productive relations with for instance other non-governmental organisations, media organisations, and government, statutory and private bodies;
- Ensure that there are mechanisms in place to take account of the views of staff, volunteers and 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.

Profile

Personal Skills and Qualities

- Professional level of fluency in English language;
- Total commitment to Greenpeace's core values (bearing witness, non violent direct action, independence and internationalism) and to its mission and objectives;
- Commitment to positive 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;
- Prepared to take ultimate responsibility for the actions and effectiveness of the organisation;
- High 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;
- An international outlook and understanding of different cultures and outlooks;
- Ability to assess risk, both organisational and personal, and decide if it is justified;
- Willingness to push legal boundaries if the timing and the campaign aims justify it;
- Ability to develop courageous, bold and visionary objectives and far- sighted 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;
- Ability to present an argument coherently and persuasively and negotiate effectively, also in English language;
- Ability to speak confidently and fluently in stressful and potentially antagonistic circumstances and to represent the organisation appropriately at all levels of public life;
- Flexibility and ability to manage rapidly changing situations decisively and effectively;
- Willingness to work anti-social hours including evenings, weekends and periods away from home when necessary;
- Willingness to travel extensively both within Mexico and internationally;
- Unquestionable personal integrity.

Management Experience

- A successful track record of management at senior executive level, in a substantial, complex organisation, in either the non-governmental, commercial or public sector;
- Direct experience of developing strategic plans and long term financial and business policies;
- Demonstrable success in managing organisational change and its consequences;
- Experience of managing 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, fund-raising and investigations;
- Experience of making best use of large numbers of volunteers working alongside paid staff.

Campaign Experience

- Considerable knowledge of the environmental issues that are the focus of Greenpeace's campaigns;
- Substantial knowledge of campaigning and advocacy and a strategic understanding of how to generate change;
- A thorough understanding of the Mexican media;
- A deep understanding of regional, national and global politics and of how to influence those in positions of commercial and political power.

Meta Fields