

Job Description
Deadline: April 1, 2008

Title: Manager, Business Development Facility (BDF)
Reports to: Frank Hicks, Director, BDF
Location: Washington, D.C. - the preferred location

Summary:

The Manager will report to the Director of BDF and coordinate closely with other Forest Trends' and Katoomba Group Programs.

The BDF Manager will work with the BDF Director and consultants to identify and provide business and technical support to private sector and community forestry & agroforestry operators to diversify into a range of new business opportunities. The initial focus of such work will be on payments for ecosystem services (PES), particularly for forest-based carbon. In addition, other major focal industries are likely to include: ecotourism/recreation, botanical/non-timber forest product (NTFP), and improved forestry/agroforestry operations.

In addition, another major responsibility for the Manager will be coordinating with the Katoomba Group regarding support provided to communities to commercialize PES and to engage the private sector. This work will focus initially on the work of the Tropical Americas Katoomba Group (TAKG) Incubator. Over time, it will be necessary to support additional Katoomba Group Incubators as they develop in other regions.

Roles and Responsibilities:

- Coordinate and take day-to-day responsibility for managing the implementation of a range of new businesses with BDF clients
- Interact with and monitor the progress being made by BDF consultants and partner organizations in implementing work plans agreed with the various BDF clients
- Over time, assume day-to-day responsibilities for the management of the BDF budget and associated cash flow analysis, coordinating with Forest Trends' Finance and Administration personnel in addition to the BDF Director and senior Forest Trends and Katoomba Group management personnel
- Work closely with the BDF Director in developing proposals and reports to donors and private sector clients
- Travel on a regular basis to meet with BDF clients and to help monitor the progress being made in the various business development sites
- Work with the BDF Director and consultants to develop and review business concepts, feasibility studies, business plans and community and environmental monitoring and evaluation plans
- Interact on a regular basis with institutional buyers of forest-based carbon credits and other PES to monitor changes in their operations and interests, and to help negotiate contracts for the development and purchase of PES in BDF client sites
- Interact on a regular basis with the Ecosystem Marketplace regarding trends and major actors in the PES markets, especially the voluntary markets for forest-based carbon
- Represent the BDF in relevant international events
- Other responsibilities to be agreed to with the BDF Director.

Qualifications:

- Commitment to the mission of Forest Trends with interest in a long-term involvement with the organization
- MBA and/or equivalent professional experience in business management (with at least 5 years or relevant professional experience)
- Sound knowledge of PES markets, or ability to quickly learn about PES
- Strong business planning, financial analysis and client management skills
- Strong project management, administrative and organizational skills
- Effective written and oral communication and inter-personal skills
- Willingness to travel internationally – 25%-35% per year, on average
- Fluency in English and strong Spanish; Portuguese or French language skills a plus
- Creativity, proactive management style, with tolerance for uncertainty and a well-developed sense of humor

Compensation: Negotiable, includes generous benefits package

Send resume & cover letter to: Deborah McKay, dmckay@forest-trends.org