

Terms of Reference: Specialist (senior), Conservation Projects

- Type of work: full time, based in Brasov

Overview

Foundation Carpathia Conservation (FCC) is a non-governmental organization in Romania that aims to create a world-class nature reserve in the Southern Carpathians, for the benefit of biodiversity and local communities.

This role will work closely with the Executive Directors and will support them in planning activities, monitoring and technical reporting, following the implementation of various projects. The ideal candidate has a passion for nature, is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks.

Main tasks and Responsibilities

- Support the Executive Directors in preparing and drafting technical progress reports and supporting documents to be submitted to project funders;
- Research and consolidate information in preparation of meetings, reports and other documents;
- Participate in meetings, take minutes and formulate conclusions; assure delivery of meeting outputs;
- Monitor pending issues for follow-up within the project teams;
- Maintain communication with project partners and ensure the development of activities in optimal conditions;
- Assist the Executive Directors in dealing with projects related correspondence, organizing meetings and appointments / booking and arranging travel when necessary;
- Stay informed and in permanent contact to understand the main activity streams in the Foundation: from Communications and community engagement, to forestry, wildlife research & management, green economy and conservation enterprise initiatives.

Requested Key Qualifications

- At least 5 years proven experience in obtaining and / or implementing non-reimbursable funded projects (European funds, other types of public & private financing and grants)
- Background in biology, forestry, or other relevant fields related to nature conservation is a must
- Relevant experience in working in the non-profit sector, in large environmental projects
- Strong project management and problem-solving skills
- Strong interpersonal skills
- Very well organized;
- A high professional and personal ethics and a passion for nature
- Advanced MS Office skills; Fluent in Romanian and English; valid drivers' license.