

TERMS OF REFERENCE

Nexus Alliance Program Manager

1. BACKGROUND

Nexus is a nonprofit alliance of development organizations committed to using carbon finance to alleviate poverty and foster sustainable development. Nexus aims at facilitating access to carbon finance through a 3 pillar-structure:

- Nexus alliance, for expertise transfer among members
- Nexus fund, a vehicle for ethical investments
- Nexus beyond offsetting , a fair trade platform for ethical carbon credits

Nexus has currently 11 members, spread out over 15 countries (mainly South Asia, South East Asia, and Western Africa).

Nexus head office is in Singapore, and desk offices serve as support in Cambodia, Mali and soon to be in India.

Nexus is looking for a **Program Manager** to manage and animate the alliance of members, manage the innovation fund and mobilize funding.

2. POSITION SUMMARY

Position Title:	Program Manager
Position Profile	Development, Project Management, Alliance animation, Fundraising,
Position grade:	Senior Manager
Unit/Dept:	"Nexus Alliance"
Direct Supervisor	Executive Director
Resource persons:	Executive Director, Strategy Director, Development and Climate Change Advisor, Communications Manager, Administrative Assistant
Duty station:	Singapore
Start date:	1st March

3. DUTIES AND RESPONSIBILITIES

The Nexus Alliance Program Manager will have three main responsibilities:

1. Managing and animating the alliance of member organizations
 2. Raising funding for the activities of the alliance
 3. Contributing to the setting up of the Innovation Fund and managing the secretariat
- **Managing and animating the alliance of member organizations (50%)**
 - Identify, recruit and select new member organizations
 - Ensure smooth and transparent governance of the alliance (organize the annual general meeting)
 - Animate the alliance (liaise with members, identify needs, develop capacity building tools etc)
 - Develop appropriate internal communication and knowledge management tools
 - **Raise funding for the activities of the alliance (30%)**
 - Strengthen relationships with existing donor organizations (Blue Moon Fund, French Fund for World Environment, Singapore Economic Development Board)
 - Develop strong and trusted relationships with selected new donor organizations (including Asian Development Bank, USAID, UNDP)
 - Respond to relevant call for proposals
 - **Set up and manage the innovation fund (20%)**
 - In close collaboration with Nexus members and with the support of a GERES Climate and Development expert, , set up a small grant mechanism dedicated to support innovative solutions to climate change mitigation
 - Manage the Innovation Fund secretariat (call for proposals, selection process, meeting of the selection committee),

4. PROFILE

Experience

- About 5 year relevant professional experience with at least 3 years in a developing country
- Experience in the development sector (project management, fundraising)

Education

- Master of Sciences or equivalent, with relevant orientation in development

Skills

- Knowledge of development (poverty alleviation) and climate change international scene
- Having proven ability to manage development projects (design, implementation, reporting)
- Having proven ability to manage relationship with local development organizations
- Excellent professional proficiency in English is a must

Personal quality

- At ease in working in a small structure, start-up-type, where tasks and responsibilities are in constant move
- Able to operate in a multicultural environment
- High level of autonomy at work, yet with profound team-spirit
- Adaptive, patient, resilient and flexible
- Ability to work under pressure

5. HOW TO APPLY, POSITION CONDITIONS:

Conditions: Nexus salaries grid

Closing date: 28th January 2011

Contact: m.verles@nexus-c4d.org