

TERMS OF REFERENCE

Alliance Development Director

Fields of Expertise: Climate Change, Energy, Poverty

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

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

Nexus is looking for an **Alliance Development Director** to ensure the growth of the Nexus Alliance, identify and package pro poor climate friendly projects and expand existing in house expertise to new fields of work.

POSITION SUMMARY

Position Title:	Alliance Development Director
Position Profile	climate change, pro poor and rural energy, development
Position grade:	Director
Unit/Dept:	“Corporate”
Direct Supervisor	Executive Director
Resource persons:	Technical Director, Communications and Partnerships Director
Duty station:	Singapore
Start date:	1 st June 2011

2. DUTIES AND RESPONSIBILITIES

The Development Director will have three main responsibilities:

- 1) Strengthen the Alliance
- 2) Identify and package pro poor climate friendly projects
- 3) Expand existing expertise to new fields of work

1) Alliance strengthening and transfer of knowledge (25%)

- Oversee and build the Alliance Manager's capacity (members' recruitment, capacity building, governance, small grant mechanism)
- Oversee the management, the animation and the governance of the alliance
- Oversee the Innovation Fund management
- Actively take part in promoting Nexus values to other potential member organizations
- Ensure management of the knowledge and transfer of the knowledge between members and within the secretariat (matching needs with services offered)

2) Project Development (50%)

- Identify, assess, help to design and launch pro poor climate friendly projects
- Set up and manage a project evaluation tool
- Work closely with members to identify and design large scale pro poor climate friendly projects
- In collaboration with the Technical Director carry out appropriate due diligence and package these projects (screening process, proposal writing, fundraising through donor funding and innovative funding mechanisms such as carbon finance)

3) Expertise Development (25%)

- Identify new opportunities to expand Nexus expertise base in relation to its core vision and mission (eg agriculture based projects, landscape approaches etc)
- Build relevant partnerships in order to fulfill the above

3. PROFILE

Experience

- Minimum 7 year professional experience in pro poor climate change project management such as improved cooking stoves, water purification and biogas

- Proven ability to manage the full project cycle from proposal writing to implementation and evaluation
- Acute knowledge of the international climate change negotiation scene and its future developments
- Ability to network and build partnerships with high level stakeholders
- Proven ability to manage and supervise staff
- Experience in the development (not for profit) sector

Education

- Master's degree in environmental science, development or equivalent

Skills

- Excellent analytical skills
- Excellent written and verbal communication skills
- Excellent Excel skills
- Excellent professional proficiency in English is a must
- Proven ability to set up and manage procedures
- Sensitivity to cultural differences

Personal quality

- At ease in working in a small structure, start-up-type, where tasks and responsibilities are in constant evolution, and team is spread over 4 continents
- Able to operate in a multicultural environment
- High level of autonomy at work, yet with proven team-spirit
- Adaptive, patient, resilient and flexible
- Ability to work under pressure
- Accept to travel frequently (Asia-Pacific region and possibly Africa)

4. HOW TO APPLY, POSITION CONDITIONS:

By email to: m.verles@nexus-c4d.org

Conditions: 5 500 – 6 000 SGD (plus performance based bonus), with a return flight ticket home per year