

# POSITION DESCRIPTION



**POSITION TITLE** Marine Conservation (MC) Program Manager  
**STATUS** Full-time (Subject to annual renewal)  
**LOCATION** BPAF Office - Nassau, Bahamas  
**REPORTING LINE** Executive Director

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## SUMMARY

In November 2024, the Bahamas Protected Areas Fund entered into a Conservation Agreement with The Government of The Bahamas and The Nature Conservancy under the Bahamas Debt Conversion Project for Marine Conservation. One of its components is the establishment of a Marine Conservation (MC) Program within Bahamas Protected Areas Fund (BPAF) to disburse funding received from the project to enable the achievement of conservation commitments, which are fully aligned with The Bahamas' national marine and coastal conservation priorities.

This new Program will provide funding to both government and qualifying non-government actors, including non-profit organizations, civil society, academia, and research institutions. The project has two main funding programs, a General Grants Awards Program (GGAP) that will support all qualifying non-profit organizations and a Government Strategic Allocation Program (GSA) that will provide funding to government stakeholders and the Bahamas National Trust. Both aim to support the conservation commitments agreed under the Project.

BPAF is now positioned to operationalize and build a team to implement The Bahamas Debt Conversion Project for Marine Conservation. BPAF therefore seeks the services of a Marine Conservation (MC) Program Manager to support the effective management of its MC Program from its headquarters in Sandypoint, Nassau, The Bahamas. The MC Program Manager will be a key member of the BPAF team.

BPAF was established in 2014 and is built on international best practices established for conservation trust funds by the Conservation Finance Alliance. The standards include specific recommendations for trust funds related to governance and operations - including functioning and independent boards, strategic and financial planning, grant-making, annual audits, written investment policies and the requirement for monitoring and evaluation.

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## ESSENTIAL FUNCTIONS

Working under the direction of the Executive Director, the MC Program Manager will organize all required CTF processes, and related documents, to operationalize the implementation stage of the Project; expand on existing grants funding priorities and grantmaking strategies to incorporate the requirements of the project and of the MC Program within BPAF; identify prospective grantees; solicit, review and respond to grant proposals; and prepare recommendations for funding.

The MC Program Manager shall manage and oversee the two primary funding sub-programs of BPAF's MC Program: the GGAP and the GSA. The MC Program Manager will also be expected to collaborate with the MC-Technical Committee and BPAF's Grants Review Committee, BPAF Staff, the Project Coordinating Unit at the OPM and other government agencies, to provide guidance on grant applications and to ensure that the goals and objectives of these programs are properly implemented.

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## RESPONSIBILITIES & SCOPE

Generally, the MC Program Manager will:

1. Structuring and implementing the MC Program;
  2. Updating BPAF's Grants Framework to incorporate the MC Program;
  3. Developing the MC Operating Manual to incorporate an M&E Framework;
  4. Developing, evaluating and refining projects in collaboration with the Executive Director and the Coordinating Unit;
  5. Overseeing and coordinating the GGAP and GSA sub-programs, including: long-term grant planning, developing criteria for GSA funding proposals, identifying prospective grantees, conducting organizational assessments, reviewing grant proposal submissions, and managing the overall grants portfolio including reviewing financial and narrative reports and the preparation of monthly portfolio reports for the Executive Director and the Board of Directors;
  6. Engaging with relevant stakeholders of the project, including government agencies, to ensure
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- the alignment required between the different parties at the coordination level;
7. Engaging with BPAF's grantees and prospective grantees on all aspects of the grantmaking process, including development of proposals or new initiatives;
  8. Reviewing the monitoring and evaluation systems approved for all projects under the MC Program, and reviewing, analyzing grantee reports and providing feedback to grantees;
  9. Working with colleagues, consultants and/or others, to institute relevant training or initiatives to support grantees' capacity building;
  10. Nurturing and strengthening collaborative, supportive relationships with Government, nonprofit organizations, partner organizations, private sector, community leaders and funders;
  11. Identifying ways to support grantees in the portfolio to become more resilient and more effectively networked with each other;
  12. Keeping abreast of community issues and trends that impact BPAF's work;
  13. Building relationships with other local and regional donors to increase coordination and contributions to marine conservation;
  14. Contributing to the development and refinement of methods and systems to monitor and evaluate the impact of grants and funded programs;
  15. Representing BPAF at meetings, forums, briefings, interviews and public presentations, as appropriate;
  16. Preparing high-quality written materials on the MC-Program for BPAF's Board, MC Funders, government and others as required.
  17. Any other responsibilities/functions deemed necessary by the Executive Director to meet the objectives of the Project and BPAF's MC Program..

The MC Program Manager will also be responsible for:

- Preparing project summary details for the Technical Evaluation or Grants Review Committee.
- Preparing monthly grants update reports for the Marine Conservation Program for the Executive Director and Board of Directors.
- Tracking and filing correspondence with grantees.
- With the Grants Administrator, engaging and training potential applicants in the BPAF grants process.
- Monitoring the work of the grantees, ensuring compliance with the scope and schedules described in the grant agreements.
- Evaluating and recommending requests for grant funds under all agreements.
- Evaluating grant performance at pre-defined intervals and at project completion.
- Preparing and/or reviewing information and reports for internal and external stakeholders.
- Developing and modifying policies/procedures/systems in accordance with all relevant laws, regulations and organizational needs and objectives.
- Developing and sharing best practices and lessons learnt.
- Working closely with the Grants Administrator to ensure the maintenance of accurate records, including the status of support and grant funding flows, including proposal, progress reports, correspondence, and financial statements
- Working with the Executive Director to explore new areas of research or funding.
- Supporting the Executive Director with the development of fundraising or grant funding proposals.
- Special projects as assigned by the Executive Director,

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**MINIMUM QUALIFICATIONS**

All candidates for this position must provide evidence of the following skills and abilities:

- A master's degree, or equivalent experience (bachelor's degree and 10 years' work experience) in project management or business management with a project management focus, or a related area.
  - At least five (5) years of experience preferably in program co-ordination and implementation.
  - Excellent project management skills and the ability to analyse theory of change, logframes, and project impact.
  - Excellent communication, interpersonal and facilitation skills including strong writing skills, along with highly effective oral communications and engaging presentation skills.
  - Strong strategic and analytical skills and creative problem-solving ability.
  - Familiarity (or the ability to quickly achieve familiarity) with biodiversity conservation and climate mitigation and adaptation issues. Experience with the management of protected areas, particularly marine protected areas, will be a plus.
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- Excellent organizational skills and judgment; ability to prioritize work, manage time and multiple priorities, and meet deadlines; attention to detail and accuracy; the ability to set realistic goals and objectives
- Demonstrated ability to handle sensitive information effectively and confidentially.
- Excellent computer skills, including working knowledge of the Microsoft Office Suite, and grants management software.
- Good understanding of professional grantmaking, understanding of work in the nonprofit sector, and a strong desire to work with and support grantees.
- Service-orientated, courteous, personable, and able to engage effectively and tactfully with all levels of staff and external stakeholders.
- The ability and willingness to work effectively under pressure, on multiple tasks, including being comfortable with, and flexible to, changing situations and priorities.
- Ability to travel frequently while balancing time in the field with office needs.
- Valid driver's license.
- Fluency in English (written and oral).

**PREFERRED  
KNOWLEDGE,  
SKILLS &  
EXPERIENCE**

- Demonstrated experience negotiating complex agreements
- Experience communicating with multiple stakeholders including government actors, international funders, the public and media both in writing and verbally.
- Relationship building skills to work closely with a variety of partners including grantees, donors, government officials, NGOs, community groups, educators, researchers and other external stakeholders
- Proven ability to write professional reports, assessments, proposals, fact sheets, letters to government officials, and other professional level communications.
- Excellent oral and communication skills with ability to summarize and present information.
- Team-oriented and able to work in both a collaborative environment and independently.
- Strong analytical skills
- Computer, Internet, and social media savvy
- Knowledge of social and economic impacts and benefits of protected areas and effective community engagement in protected area management (desirable).
- Eligibility to work in The Bahamas is required.

**ORGANIZATIONAL  
COMPETENCIES**

Accountability for Outcomes	Pushes for excellence. Establishes challenging goals for self to drive performance in support of the BPAF's mission. Has standards that align with the BPAF's mission/ values. Takes action to address performance problems in a timely and appropriate manner.
Collaboration & Teamwork	Shows a willingness to put the needs and goals of the organization before personal/local/needs. Works with others across institutional boundaries. Makes decisions, sets priorities, and allocates resources to help the organization achieve results.
Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
Courage & Decisiveness	Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how s/he was wrong.
Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty.
Influences for Results	Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies.
Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
Organizational Awareness	Relates to the big picture and contributes to the overall strategy of the BPAF.

*This description is not designed to be a complete list of all duties and responsibilities required for this job.*