



POSITION DESCRIPTION

CHIEF OPERATING OFFICER

(DIRECTEUR / DIRECTRICE DES OPERATIONS)

ORGANIZATION

The Sahara Conservation Fund (SCF) is a young and dynamic NGO established in 2004 to address the extinction crisis facing the wildlife of the Sahara and neighbouring Sahelian grasslands of Africa. SCF focuses on the conservation of threatened species and their habitats. Projects include the establishment and management of protected areas, the reintroduction of lost species, and hands-on training of African professionals through applied research, wildlife survey and monitoring.

SCF is legally incorporated in the United States of America, with representations in Chad and Niger, and a brand new European affiliate – SCF-Europe – in France.

- *SCF is the leading, international conservation organization dedicated uniquely to saving the critically endangered fauna and its long overlooked dryland habitats in the Sahara and Sahel. SCF focuses on conserving and restoring species, such as the addax, dama gazelle, ostrich and scimitar-horned oryx, in some of the last remaining intact Sahelo-Saharan ecosystems of Niger, Chad and elsewhere.*
- *SCF was established in order to champion conservation in this neglected part of Africa and over the past decade has built up a unique track record of achievements, including playing a key role in the establishment of the vast Termit-Tin Toumma protected landscape in Niger and more recently in the reintroduction of the scimitar-horned oryx in Chad.*
- *SCF is now at a critical point in its development, with the need to build on these achievements in order to sustain progress, address growing threats, embrace new opportunities and scale up impacts.*
- *As a result, SCF is investing in its core capacity in critical areas such as staffing, organizational management, business development, field programs, communications and fundraising.*

JOB DESCRIPTION

Reporting to the Chief Executive Officer, SCF is recruiting a **Chief Operating Officer** for its European office based in France. The ideal candidate is a dynamic and experienced leader, fluent in French and English, with a proven track record in organizational development. She or he is comfortable operating in a multi-cultural and international environment and works creatively to develop and manage the organisation's human resources, business practices, fundraising and communications capacity. In collaboration with the CEO, SCF boards and staff, the COO will play a key role in developing and implementing long term business plans and strategies for SCF, using vision, strong leadership and sound management to further the organization's mission, impact and effectiveness.

PROFILE, SKILLS AND EXPERIENCE

- Proven experience as COO or similar role in managing high-performing teams of diverse individuals in an international and multi-cultural business or non-profit setting,
- Experience and demonstrated comfort dealing with complex operating environments, comprising remote teams, challenging field conditions, and cultural and linguistic diversity,
- Strong experience in business management functions such as HR, finance, operating policies and procedures, etc.,
- Demonstrable competency in strategic planning and business development,
- Knowledge and experience of European Union administrative and financial procedures,
- Working knowledge of data analysis and performance/operation metrics, SWOT analysis, etc.,
- Outstanding organizational, management and leadership abilities,
- Excellent interpersonal and public speaking skills,
- Ability to solve problems adaptively and creatively with patience, flexibility and strong sense of humor,
- Fluency in both French and English,
- Passion for SCF's conservation mission and goals.

DUTIES

- Oversee and administer the daily operations of SCF-Europe, and supervise the work of relevant staff and service providers (consultants, payroll, accounting, communications, fundraising, etc.), making adjustments as necessary,
- Design and implement business strategies, plans and procedures,
- Set and monitor comprehensive goals, and develop the systems that will drive an organizational culture of excellence, results and impact,
- Help establish policies that promote the organization's mission, culture and vision,
- Motivate, mentor and assist staff to meet or surpass organizational goals,
- Implement effective and efficient administrative and operational processes,
- Help drive a culture of accountability and proactive donor and partner relations and reporting,
- Assist the CEO, relevant staff and partners in communications, outreach and fundraising ventures,
- Develop human resource policies and systems that contribute to employee performance, motivation and loyalty,
- Help recruit skilled talent, keeping the best employees,
- Undertake occasional travel to Africa for familiarization with SCF's projects and partners.

DUTY STATION

SCF-Europe offices near Paris, France.

SALARY & BENEFITS

Commensurate with experience within international NGO norms and standards.