

CHEETAH CONSERVATION FUND – NAMIBIA

Job Title: CCF Europe Affiliate liaison **Posted:** 11 April 2023 **Closing:** 26 April 2023

Reports to: Director of the Cheetah Conservation Fund

Job Overview: The applicant will work closely with the Director of the Cheetah Conservation Fund (CCF), the US office of CCF, as well as the international affiliates of CCF. The applicant must have at least a Bachelor degree in conservation science, and at least 5 years work experience in the conservation NGO field as well as other work experience. The job involves travelling abroad (US and Europe) for several weeks every year, so the candidate must have a valid passport and be willing to travel internationally. In addition, the candidate must speak several European languages fluently.

The job involves a variety of planning and implementing of events, as well as being the point person between CCF Namibia, international affiliates and the US CCF office. Moreover, the applicant will work alongside closely with the Director when it comes to donor and VIP relations. The applicant must have an animal care background (horses, dogs and cheetahs).

This is a full-time position with a starting contract of 2 years and may be extended. The applicant must be highly skilled and motivated about cheetah conservation and its cause, as well as being a great team player, approachable and work efficiently under pressure to fulfill tasks to high standards.

Responsibilities and Duties:

- Planning and implementing of lectures and fundraising tours for and with the Director
- Project management and planning and implementing of special events and conferences (international and within Namibia)
- Strategic project planning
- International travels, joining the Director for lectures and fundraising Tours
- Presentations about CCF (internationally)
- Fundraising and development
- Public relations and website management
- Hosting and contact with donors and VIP guests
- Coordinating with film crews with pre and post production enquires and managing film crews while on CCF site.
- Liaising and coordinating the international partners, especially the European CCF affiliates. Be the main contact person for the European and International CCF affiliates.
- Animal care and husbandry
- Representing CCF and its programs during travels in the US and especially Europe, collaborations with European Zoos and universities
- Virtual conferences, using e.g. Hopin and other virtual conference platforms
- Environmental Education and tourism and hospitality
- Intern / Working Guest management
- Administrative tasks and assisting with all aspects of CCF

Qualifications:

- Must have a bachelor's degree in conservation science from an accredited university.
- At least 5 year experience working in the conservation Non- Governmental sector world-wide, in- situ and ex-situ.
- Must have project and event-management skills and have worked in the project planning and event industry at least 1 year
- Must have fundraising and development skill and work experience of at least 3 years in this field.
- Experience working in developing countries
- Must have a passport allowing travels and work in Europe, US and other countries.
- Excellent written and verbal communication skills (must be fluent in written and spoken English, German, Dutch and preferably other European languages).
- Must have extensive knowledge about animal husbandry and health for horses, dogs and livestock.
- Exceptional computer skills and excellent ability to use Microsoft Office Suite and Outlook.
- Must have extensive knowledge on virtual conference platforms and the use of it
- Ability to drive manual vehicles.
- High level of experience of managing and educating volunteers and interns.

If you meet the qualifications and wish to apply, forward a .pdf of your CV and a letter explaining your interest to jobs@ccfnamibia.org . This position requires extreme computer literacy and fluency in English, German, Dutch, and preferably good knowledge of other European languages.

Email application only: phone and mail applications will be ignored.