



Opportunity: Executive Secretary for Conservation NGO in the Amazon (BDFFP)

The Amazonas Forest Survey Association (ALFA) is a non-governmental organization created in 1986 to support scientific research and training activities of the Biological Dynamics of Forest Fragments Project (BDFFP), program linked to the National Institute for Amazonian Research (INPA). ALFA also supports ICMBio in the management of the Federal Conservation Unit ARIE BDFFP (Area of Relevant Ecological Interest), created to protect the sites monitored by the Program. The BDFFP is articulated as a network of researchers from Brazil and abroad who conduct long-term research, such as monitoring forest dynamics and secondary vegetation through permanent plots, monitoring fish in streams and birdlife, among others, and more than 500 graduate students have carried out their thesis and dissertations within the scope of the Project. Furthermore, the BDFFP has supported training courses, the best known of which is the Ecology of the Amazon Forest (EFA) field course. The BDFFP is more than 40 years old, has an immense scientific production and constitutes the longest monitoring of forest dynamics and biodiversity in the Amazon region.

The ALFA search a person to assume the Executive Secretariat of the organization and who will have overall strategic and operational responsibility for ensuring programmatic and personnel excellence, financial well-being and the structuring of strong programs, including the development of new actions that guarantee support for research and training, and the conservation of the research infrastructure and the conservation unit, inserted in a context of strong threat to the growth of the city of Manaus, but also of opportunities for collaboration and growth of the organization. The Executive Secretariat will report to the ALFA Board of Directors. The work location is in Manaus, Amazonas, Brazil, and includes a salary and benefits package, proportional to experience.

Candidate Profile

- Experience with management, preferably in NGO management.
- Ability to raise funds and develop projects.
- Knowledge of environmental conservation and scientific research.
- Leadership ability and strategic vision.
- Excellent communication and networking skills, and good communication in Portuguese and English.
- Flexibility to work in a challenging environment.
- Experience working in a team and coordinating teams.

Duties and Responsibilities

- ALFA's strategic direction, aligned with its mission and the guidelines of the Administrative Council
- Raising resources to ensure the organization's functioning in the medium and long term.
- Coordination of logistical support for INPA's 'Biological Dynamics of Forest Fragments Project'.
- Co-management of the ARIE-BDFFP Federal Conservation Unit in partnership with ICMBio.
- Establishment of partnerships and collaborations with relevant institutions.
- Supervision of internal and external teams.

Remuneration & Dedication

The salary will be negotiated according to the candidate's experience and skills, as well as the ability to achieve the organization's fundraising objectives. We believe in fair and competitive remuneration, in line with industry standards.

The selected person may also dedicate part of its time, to be negotiated, to a personal agenda to finalize previous assignments or to develop new activities not directly related to the position.

Registration and Dates

This call will be open until January 31, 2024, and may be postponed in the absence of candidates with the desired profile.

To apply, send a letter of interest for the position, in which you must indicate your salary expectation, the contact of at least two people for reference, and a CV in Portuguese and English, to email pdbff.inpa@gmail.com. A pre-analysis of the CVs sent will be carried out, and for the selected candidates, who fit the desired profile, an interview with the ALFA-BDFFP Administrative Board will then be scheduled.