

## Chief Operating Officer

### Terms of Reference

**Organisation:** Foundation Conservation Carpathia

**Reports to:** CEOs

### Works with / Relations to other departments:

- Internally manages (direct report) Cross Departmental Operations, Conservation Enterprise and Strategic Projects Administration.
- Internally coordinate with Finance, HR, IT, Legal.
- Externally manages partner relations and Outreach (e.g. Corporate Partners, Academic Relations, non-governmental institutions etc.).

### Background:

Foundation Conservation Carpathia (FCC) is a Romanian NGO with a mission to develop a new National Park in the Fagaras Mountains. By strengthening the protected area network of the country, advocating for data-driven wildlife protection and bringing positive social impact to local communities, FCC strives to advance the country's sustainability and conservation efforts.

Aiming to be a role model of integrity, the foundation and all its subsidiaries hold the highest standards of compliance to sustainability regulations.

FCC has grown significantly over the last years, has now over 150 highly motivated staff, owns and administrates for full protection over 28,000 ha of forests and grasslands, and has leased 5 hunting concessions (for wildlife protection) with a total of 75,000 ha, on which European bison and beavers were reintroduced. The Foundation has established a number of legal entities (associations, ltd. companies) to fulfil the various aspects of the project.

Our senior staff is a team of highly qualified, passionate, and dedicated people that are willing to go the extra mile.

### Overview

The Chief Operating Officer (COO) is a key member of the Executive Team. The COO is tasked to strategically direct the NGOs administrative functions and operating plan. The position involves:

- Providing leadership within the organization alongside FCC's CEOs.
- Overseeing the implementation of FCC's Annual Strategy (The Masterplans).
- Ensuring operational efficiency by planning and implementing FCCs operational strategy.
- Creating succession planning for all key positions within FCC.
- Offering strategic support to the CEOs in key areas such as budget planning, public policy influence, and addressing challenges and opportunities.
- Counselling and mentoring high potential staff members, as well as new hires.
- COO also has a broad responsibility to coordinate workflows, reporting, and operational strategy across all CARPATHIA entities.

## Key responsibilities

### 1. Daily operations

Overseeing the day-to-day operations of all CARPATHIA entities, ensuring effective coordination across departments (Wildlife Conservation, Wildlife Management, Outreach, Conservation Enterprise, HR, Legal, Financial, IT). Key tasks include:

- Monitoring performance & KPI management of Masterplan implementation.
- Overseeing reporting of all ongoing projects.
- Mentoring of young team members with a high potential.
- Optimizing internal workflows and processing.
- Collaborating with department leaders to refine organizational structures and define Terms of Reference (ToR) for new positions.

### 2. Budgeting and financial planning

- Collaborate closely with the CFO to conduct financial reviews and develop strategies to ensure financial stability and sustainability.

### 3. Administrative decision-making and high-level contacts

- Support the CEOs in assessing the foundation's performance and developing future plans.
- Future-proof the organisation by analysing departmental performance to identify areas for improvement in productivity and cost-efficiency.
- Build and maintain partnerships with key stakeholders, including high-level politicians and representatives of public administrations.

### 4. Holiday/travel planning

- Coordinate with the HR department to manage holiday and business travel schedules. Ensure synchronized planning to maintain operational continuity.

## Key qualifications of the COO

### Experience

- Minimum of 10 years in a senior administrative or leadership role, preferably in an NGO or conservation organization.
- Strong background in environmental issues (e.g., degree in environmental sciences, executive leadership role in an environmental NGO).

### Skills

- Proven leadership capabilities with the ability to manage multiple departments
- Resourceful problem-solving and strategic thinking skills.
- Experience in developing and implementing organizational strategies and policies.

### Education

- Master's degree in Business Administration (MBA) or equivalent qualifications, ideally obtained from the Bucharest International School of Management or equivalent (willingness to pursue also highly valued).

### Language Proficiency

- Proficiency in English (C2 level) for both written and verbal communication
- Proficiency in other languages would be considered a strength.

### Additional Information

- The COO position is critical to the success of FCC's mission. The ideal candidate will bring exceptional organizational and strategic skills, a collaborative mindset, and a passion for conservation and sustainability.

## What we offer?

- Competitive salary
- Private health insurance
- Opportunities for professional development
- Working with international partners and exchange visits with similar organisations abroad
- A dynamic and collaborative work environment.