

**CHIEF EXECUTIVE OFFICER (CEO)**  
**THE VIRGIN ISLANDS CLIMATE CHANGE TRUST FUND**

***JOB DESCRIPTION***

<b>Position Title</b>	Chief Executive Officer (CEO) The Virgin Islands Climate Change Trust Fund
<b>Location</b>	British Virgin Islands
<b>Application Deadline</b>	30 <sup>th</sup> June, 2025
<b>Expected Start Date</b>	1 <sup>st</sup> September, 2025

**BACKGROUND**

The security and economic prosperity of The Virgin Islands depends heavily on successful adaptation to climate change impacts and transitioning to a low-carbon, green economy. As an Overseas Territory of the United Kingdom, The Virgin Islands cannot currently access the Loss and Damage Fund, Green Climate Fund, the Adaptation Fund and many traditional sources of international climate finance for small-island developing states. This has historically resulted in The Virgin Islands having very limited and inconsistent access to international finance to address pressing challenges created by climate change. In order to provide a source of financing for priority climate change programmes and projects, the Government of The Virgin Islands has created The Virgin Islands Climate Change Trust Fund (the “Trust Fund” or the “Fund”).

The Trust Fund will serve as a sustainable financing mechanism, and will establish the platform for the Territory to access long-term international climate finance, including from alternative and innovative sources by providing a secure, independent, transparent and accountable mechanism to raise, manage, invest and disburse funds to support local (and eventually regional) climate change projects and programmes across all impacted sectors.

The Trust Fund is an independent body established by *The Virgin Islands Climate Change Trust Fund Act, 2015*. The Fund is governed at its highest level by a Board of Trustees charged with its executive control and management. The Board is to be supported by a Secretariat, headed by a Chief Executive Officer (CEO), responsible for the day-to-day operations of the Trust Fund. Seed funding for the Trust Fund, in excess of USD \$5.5 million, was committed by the Government of The Virgin Islands in March 2025 paving the way for the operationalisation of the Trust Fund, including hiring of the Secretariat.

Operations of the Trust Fund are guided by an Operational Manual and various planning documents, including a Business Plan, Medium-Long Term Investment Strategy (Spending Strategy) and Annual Operating Plan. The Trust Fund's Operational Manual was developed to meet Green Climate Fund accreditation standards and was approved by the Board in 2018. The other planning documents remain to be developed by the Secretariat.

The Trust Fund operates within a wider framework for climate change response, including The Virgin Islands Climate Change Policy and The Virgin Islands Climate Change Committee. Eligible activities for support by the Trust Fund are guided by [the Policy](#) and its Strategy & Implementation Plan which are currently being dated by the Committee.

The Trust Fund seeks to launch internationally at the 30<sup>th</sup> Conference of Parties (COP30) of the United Nations Framework Convention on Climate Change (UNFCCC) this November and be rapidly operationalised, including announcing its first Call for Proposals. Towards this end, the Trust Fund Board now seeks to hire the first CEO of the Trust Fund.

More about the Trust Fund can be found at [www.vicctf.org](http://www.vicctf.org).

## **POSITION SUMMARY**

The Virgin Islands Climate Change Trust Fund seeks a resourceful and experienced Chief Executive Officer (CEO) to successfully operationalise and manage the operations of the Fund. As the Fund's first CEO, in addition to the ongoing duties required by the Fund's Operational Manual, the successful candidate will be responsible for building the institutional structures and systems of the Trust; developing stakeholder relationships; identifying and securing local and international funding streams; and rolling out the Fund's first Call for Proposals. In addition to the duties of the CEO, the selected candidate will serve as the interim Revenues Department Manager, as set out in the Operational Manual, until such time that the growth of the Fund justifies hiring a dedicated Revenues Department Manager.

The CEO will immediately onboard and be supported by other senior managers, including a Deputy Director (Operations) and a Manager of the Finance, Administration and Legal Department. An Assistant to the CEO will also be immediately hired within the Office of the Director (CEO) to provide administrative support to the CEO. The Trust Fund will be operationalised with this core staff of the Secretariat, which will continue to be built over time as the Fund grows to include a Manager of the Revenues Department and staff within the Revenues Department, Operations Department, Finance/Admin/Legal Department, Internal Audit Unit and Office of the Director. In addition, short-term consultants may be hired to deliver certain expert assignments required by the Fund.

The CEO will serve on the Board of Trustees as an ex-officio, non-voting member. In executing their duties, the CEO will consult closely with and report to the Board. The CEO will enter into a full-time employment contract with the Trust Fund. The initial contract period will be 3 to 5 years with a 6-month probationary period and an option to renew upon successful evaluation and at the discretion of the Board. The Fund CEO may be relieved of his/her duties before the expiration of his/her regular office term if he/she:

- a) Resigns from the mandate;
- b) Fails to perform the duties as a Fund CEO as stipulated by the Fund Act, the Fund Operational Manual and other applicable regulation and policy;
- c) Exhibits behaviour that prejudices or damages the reputation of the Fund;
- d) Assumes or holds other positions which are incompatible with the position of Fund CEO, the Fund's purpose or the Fund's objectives;
- e) Is convicted by a court of law of a criminal offence, or by being declared bankrupt or insane.

Decisions on the relief of the Fund CEO of his / her duties shall be issued by the Board.

The successful candidate will be required to reside full-time in the British Virgin Islands. All qualified persons are invited to apply.

## **DUTIES AND RESPONSIBILITIES**

The Fund CEO shall perform the tasks defined by the The Virgin Islands Climate Change Trust Fund Act, 2015 (hereinafter called the Fund Act), the Operational Manual and any other applicable regulations. His or her duties and responsibilities include inter alia:

### *Administration of the Fund*

- a) Directing the day-to-day management and administration of the Fund;
- b) Preparing and implementing operational rules, procedures and instructions as set out in the Fund Act, Operational Manual, Board decisions and applicable legislation;
- c) Preparing operational programmes, plans and budgets, annual reports and other types of routine report;
- d) Ensuring compliance of Fund operations with the Fund Act, the Fund Operational Manual and other applicable regulation and policy and act as the legal representative of the Fund;
- e) Executing decisions of the Board;
- f) Executing operational programmes and plans;
- g) Making proposals for the appointment and dismissal of senior management staff for the consideration and decision of the Board;
- h) Appointing and dismissing Fund staff, except for those staff positions requiring a decision of the Board;

- i) In coordination with the chairperson of the Board, external representation and presentation of the Fund;
- j) Performing any other tasks defined by the Fund Act, the present Operational Manual, Board decisions and any other applicable regulation;

#### *Resource Mobilisation*

- k) Within the scope of the applicable regulations, managing the collection of revenues legally due to the Fund;
- l) Identifying viable sources of funding and other material forms of support for the Trust Fund;
- m) Making contact with and negotiating funding support for the Trust Fund from multi-lateral, bi-lateral, public and private sector funding sources;
- n) Making proposals for the determination of contributions and other revenues for the Trust Fund for the consideration and eventual decision of the Board;
- o) Negotiating and concluding agreements with domestic and international providers of financial resources, subject to the approval of the Board and, as may be required, the Government of The Virgin Islands;

#### *Financial Management*

- p) Overseeing financial management and accounting;

#### *Project Management*

- q) Administering projects to be supported by the Fund, including project identification, appraisal and selection;
- r) Preparing documentation and recommendations on applications or requests for support, for submission to the Board;
- s) Concluding project award contracts for projects approved by the Board;
- t) Monitoring of supported projects under implementation, and ensuring their proper and timely completion in accordance with the agreed terms and condition;

#### *Marketing and Promotions*

- u) Overseeing and directing marketing and promotion of the Fund; and
- v) Overseeing external communications and public relations.

The Fund CEO shall ensure that all Fund employees are aware of, understand and apply the Fund Act and the Fund Operational Manual, as well as the Fund's Spending Strategy, Annual Operating Plan, Business Plan and other relevant documents resulting from the implementation of the present Operational Manual.

**Within the first year of appointment**, the CEO is expected to deliver the following in line with the goal of the Trust Fund being rapidly operationalised and internationally launched by November 2025:

- a) Directing the timely operational start-up of the Trust Fund to become a functional entity;

- b) Establishment of Trust Fund offices - initial office space will be identified by the Board;
- c) Participation in the final selection and onboarding of core Management-level Secretariat staff to be hired by the Board;
- d) Establishment of administrative systems and processes as required by the Operational Manual or generally required to support operations, including inter alia: internal and external communication plan and delivery systems, record-keeping and reporting systems, financial management and accounting systems, and basic internal control systems;
- e) Under the direction of the Board and guidance and advice from the Ministry of Finance, establishment of the financial management framework for the Trust Fund in keeping with national financial management legislation and regulations, and best international practices;
- f) Contracting and oversight of a consultant(s) to develop the legally required planning documents of the Trust Fund, including the Business Plan, the Medium-Long Term Investment Strategy (Spending Strategy), and the Annual Operational/Work Plan;
- g) Aggressive implementation of the funding strategies identified in the Business Plan;
- h) Development of a Fund Communications Strategy for adoption by the Board, as provided for by the Operational Manual;
- i) Identification of and engagement with key stakeholders, with a focus on potential international, regional and domestic funders and Fund applicants;
- j) Enhancement of the Trust Fund's website;
- k) Development of a Trust Fund logo, prospectus and other basic branding and marketing materials;
- l) Launch of an aggressive public relations and marketing campaign, including traveling as necessary, to build the local, regional and international reputation of the Trust Fund;
- m) Release of a first Call for Proposals, developed in collaboration with the Deputy Director;
- n) Building partnerships and arranging logistics, in tandem with relevant Government agencies, for the International launch of the Trust Fund at COP 30 of the UNFCCC.

The Fund CEO reports to the Board and (once hired) will directly supervise the Fund Deputy Director (Operations Manager); the Financial, Administration and Legal Manager; the Revenues Department Manager; and Office of the Director, including the Outreach and Communications Officer and the Assistant to the CEO. At first instance, the CEO shall assume the responsibilities of the Revenues Department Manager.

***Duties and Responsibilities of the Revenues Department Manager***

- Manage and supervise the Revenues Department;
- Support the preparation of the Annual Operating Budget;
- Support and coordinate fundraising activities; and
- Collect revenues due to the Fund.

## REQUIRED EXPERIENCE AND SKILLS

### A. Minimum qualifications and experience

1. **Education:** A post graduate degree from a recognised university, preferably in business administration/management, financial management, or related fields, is required. A PhD or MBA in these fields is preferred. In the event that the applicant does not possess these educational requirements, candidates with a post graduate degree in sustainable development, international development, climate change, disaster management, natural resource management/policy or a similar field would be considered.
2. **Experience:** At least 15 years of experience in a senior management position in a field related to the Trust Fund's mandate is required. The successful candidate must have successfully led an organization or unit involved in the financing of major projects and initiatives. Prior experience as a CEO or senior manager of a similar entity, including Conservation/Biodiversity Trust Funds or International Development Funds, is preferred. Previous successful experience working with diverse bi-lateral and or multi-lateral funding agencies or philanthropic organisations to identify, negotiate and mobilise financing, is highly desirable.

### B. Management and other skills

Demonstrated experience in:

1. Organizational leadership, development and administration (experience related to similar entities preferred);
2. Financial management, including working knowledge of budgeting and accounting processes;
3. Strategic planning and work planning/programming;
4. Programme and project management;
5. Complex decision-making and problem solving.

### C. Technical Skills

#### 1. *Thematic knowledge*

- Demonstrated understanding of and interest in planning, financing and implementation of climate change adaptation/mitigation projects, especially in a small island context;

## **2. Fundraising**

- Demonstrated experience and proven track record in fundraising, financing, grant writing and related activities;
- Understanding of The Virgin Islands' geopolitical context as a small island, developing Overseas Territory of the United Kingdom in relation to access to traditional sources of international climate finance. Knowledge of climate financing opportunities in The Virgin Islands context.

## **3. Stakeholder engagement**

- Experience in identifying key stakeholders and building strategic partnerships;
- Strong networking skills;
- Outgoing and engaging personality;
- Good interpersonal skills.

## **4. Communications and outreach**

- Strong command of the English language, including exemplary written and oral communication skills;
- Excellent public speaking and presentation skills;
- Strong advocacy and marketing skills.

## **COMPENSATION**

The successful candidate will receive an annual salary in the range of USD\$120,000 to USD\$180,000. A total competitive compensation package, including benefits, incentives and re-location allowance for international candidates will be provided. Compensation within the range will be commensurate with qualifications and experience.

## **HOW TO APPLY**

To apply to be the CEO of The Virgin Islands Climate Change Trust Fund, please submit the documents listed below to [info@vicctf.org](mailto:info@vicctf.org). All applications must be received by 30<sup>th</sup> June, 2025.

### **A. Application documents**

1. Cover letter
2. Curriculum Vitae
3. List of three references
4. Writing sample

**B. Selection Process**

1. Only complete applications received by the deadline will be considered.
2. The Board of Trustees will review all applications and score candidates according to a selection criteria and evaluation matrix. The top three to five candidates will be invited for an interview which may be conducted in person or via video conference call.