



## Job Descriptions

### Scientific Director

The Scientific Director develops proposals and projects with a solid technical-scientific basis, valuing the development and application of robust and valid methodologies to guarantee the quality of FBDS's products. In addition, in partnership with the other FBDS Directors, this professional is committed to developing the institution's strategic plan to emphasize and keep the Foundation's vision of the future up to date.

It is also the responsibility of the Scientific Director to carry out activities compatible with those of project managers. In this way, it technically monitors the development of projects and the correct application of selected methodologies, manages financial resources, monitors the schedule so that projects are carried out within the specified period, reviews technical-scientific reports, and manages human relations with employees involved in the projects. The Scientific Director also meets with funders, governments, partner institutions, clients, and other actors directly interested in FBDS projects to discuss engagement strategies, data sharing, and new partnerships. Additionally, the professional monitors the projects' technical and financial audit processes under its responsibility. The Scientific Director works closely with the collaborators, debating strategies and discovering solutions to execute projects most efficiently and robustly as possible.

Among the skills of the Scientific Director are:

- Technical and scientific knowledge of the central themes and methodologies of proposals and projects under development;
- Ability to develop reports, spreadsheets, and forms that allow understanding and monitoring of projects under development;
- Financial and project schedule management;
- Ability to prepare proposals to raise funds for new projects;
- Ability to dialogue and engage in interlocation with different actors, including developing presentations for large audiences;
- Ability to review and restructure operations and procedures, formulate policies, and develop and implement new strategies and methods.
- Led and managed a multidisciplinary team, motivating them to work as a team and deliver certain products;
- Ability to resolve conflicts, disagreements and eliminate social or technical noise that could hinder the performance of tasks;
- Ability to represent the FBDS in meetings, events, and other spaces that can help to spread the name of the institution;

- Ability to propose strategies for the institution's development so that it remains up-to-date with issues related to sustainable development.

The Scientific Director must have experience in developing technical and research projects and value the methodological rigor of their product. It is necessary to have experience in leadership positions and a doctorate in the environmental area (or in themes related to sustainable development). Post-graduation in administration and project management is desirable.

## Project Director

The Project Director formulates strategic and operational plans for each significant institution project. It tracks and reports on programmatic and financial milestones. It ensures that internal and external stakeholders are informed about progress, deviations from plans, and risks. Project Directors collaborate with each project's managers to identify where management and technical reinforcement are needed. It integrates innovative solutions to accelerate results and shape strategic and operational tasks.

The Project Director monitors progress, oversees finances, and ensures project quality. He makes strategic decisions and provides leadership and direction to project managers to implement those decisions. He meets with clients and builds strong working relationships. Project Directors manage risks to avoid delays or damage to the institution's reputation. He draws up physical-financial plans to enable them to complete a project efficiently. It ensures that permits and legal documents are met before a project. The Project Director also supports project managers and allows them to supervise and control their teams efficiently.

The Project Director must have excellent skills and knowledge to perform these roles effectively. Project director skills include:

- Ability to review and restructure operations and procedures, formulate policies, and develop and implement new strategies and methods;
- Knowledge and understanding of the Project Management body of knowledge;
- Knowledge of Third Sector business practices and procedures;
- Ability to analyze complex problems, interpret operational needs, and develop integrated and creative solutions;
- Knowledge of current developments and trends in Third Sector best practices, project management, and related technology;
- Skill in business and financial planning and management;
- Advanced verbal and written communication skills and the ability to present effectively to small and large groups;
- Demonstrated ability to successfully direct, coordinate and strategically integrate multiple development, enhancement, and modification projects at an institutional level;
- Ability to effectively manage a large and diverse technical management/supervision team, professional and support staff;

- Knowledge and understanding of the organization's structure, workflow, and operating procedures;
- Strong interpersonal and communication skills and the ability to work effectively with various constituencies in a diverse community;
- Demonstrated ability to develop and implement systems, human resources, technology, and operational plans.

The Project Director must have a background that strengthens his quantitative and management capabilities. The professional must have at least seven years of experience developing and managing socio-environmental projects. Graduate degrees in administration and project management are desirable.

## Controller

Responsible for the financial area of the company.

Among the Controller's responsibilities are:

- Responsible for the Accounts Payable, Receivable, Billing, taxes, personnel and all the administrative routine;
- Supply the board with Cash Flow information;
- Attendance to the external Audit of the FBDS, and of Projects;
- Develop reports, spreadsheets and or forms with information so that managers can be accountable to project funders;
- Promote Meeting of the Fiscal Council for Approval of Statements FBDS Finance;
- Preparing and submitting the Rendering of Accounts for each financial year to the Public Prosecutor's Office.

The Controller must have experience in management and leadership positions, be graduated in Administration and or Accounting, Postgraduate in Accounting and courses of improvement and professional updating.