



Executive Director Job Description

Description:

The International Biochar Initiative (IBI) is a small non-profit organization seeking an experienced Executive Director (ED) to lead our organization through an upcoming period of growth. The future ED will be responsible for overseeing all aspects of our organization, to ensure that we are operating sustainably and effectively as we help to scale the biochar industry. In this role, the candidate will be the face of our agency, working closely with the Board of Directors, international organizations, as well as the IBI Business and Organizational members.

The future ED will develop a strategic plan to help IBI support scaling the biochar industry. He/she will be a seasoned international business professional responsible for hiring and on-boarding staff members and ensuring operations are aligned with the organization's mission and vision. The ideal candidate will be well versed in climate change and climate change solutions and understand the role climate finance can play in scaling climate change solutions.

This position reports directly to the Board of Directors.

Job Type: Contract

Location: Remote. Flexible, with preference for candidates in US or European time zones. Candidates must be authorized to work in the country in which they live.

Remuneration: Depending on experience, the salary range is \$85,000 - \$95,000 if the individual is located in the US. If the successful candidate is outside of the US, the salary will be adjusted based on local market equivalencies.

Hours: full time

Executive Director Responsibilities:

- Grow IBI in a sustainable manner that best supports and guides the organization and the industry.
- In collaboration with the Board of Directors, develop and implement strategic plans that meet the organization's goals and objectives.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Develop proposed annual budget and liaise with accounting support to ensure monthly financial statements accurately reflect the financial condition of the organization.
- Oversee Development Director and ensure appropriate fundraising, grant writing and other initiatives to diversify IBI's revenue streams.
- Hire and retain knowledgeable, qualified staff and/or contractors.
- Identify and plan high impact biochar demonstration and research projects, as well as identify potential collaborators and funders for the projects.
- Develop biochar educational materials using different delivery platforms for key stakeholders (e.g., farmers, policy makers, biochar producers, etc.)



- Sign all contracts and agreements made and entered into and on behalf of the organization.
- Develop positive relationships with key stakeholders, including relevant international organizations (e.g., United Nations, 4 per 1000, etc.), regional biochar associations, and IBI sustaining, business, organizational and individual members.

Executive Director Skills & Qualifications:

- International non-profit management experience of at least 15 years, preferably focused on climate change, the environment or regenerative agriculture.
- Strong leadership skills and experience in a senior leadership role.
- Demonstrated ability to develop and implement successful strategic plans.
- Budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational skills including planning, delegation, program development, and task facilitation.
- Strong verbal and written communication, presentation, and relationship development skills.
- Demonstrated ability to oversee and collaborate with staff.
- Ability to interface and engage diverse volunteers and donor groups.
- Knowledge of grant writing.
- Knowledge of biochar preferred (or related industry such as regenerative agriculture).

How to Apply:

Send cover letter and resume to the attention of Kathleen Draper, IBI Chair, at info@biochar-international.org (email subject "IBI Executive Director").

About IBI

The International Biochar Initiative (IBI, www.biochar-international.org) is a registered non-profit organization that serves as an international platform for the exchange of information and activities in support of biochar research, development, demonstration and commercialization. IBI participants comprise a consortium of researchers, commercial entities, policy makers, development agents, farmers and gardeners and others committed to supporting sustainable biochar production and utilization systems that remove carbon from the atmosphere and enhance the earth's soils.

About Biochar

Biochar is one of the most exciting climate change solutions currently available. It is safe, scalable and shovel-ready. Since the IPCC's 2018 Special Report called out biochar and a select few other negative emissions technologies, the interest in biochar has increased exponentially. Carbon markets have recently begun to trade carbon removal products such as biochar which is fundamentally impacting biochar's growth trajectory.