

Coral Triangle Center

Inspiring People Saving Oceans

Job Description

The Coral Triangle Center is an independent non-profit foundation registered in Indonesia that trains marine resource managers and educates all groups that interact with coastlines and reefs within the Coral Triangle. With a focus on customized training and enabling local communities, CTC supports marine protected areas, coordinate learning networks among MPA practitioners, women leaders and local government executives in the six countries of the Coral Triangle region as well as knowledge-sharing services to promote the sustainable management of the region's rich marine heritage. CTC connects the public and private sector on coastal issues, and is developing a learning center of excellence in marine conservation in Bali. The organization provides an unique and integrated learning portfolio based on the needs of professionals and stakeholders to manage their marine natural resources. The applied training and learning programs are adaptive, innovative and customized to abate threats, address constraints and promote sustainable practices.

Job Title: General Manager

Essential Functions

The General Manager primary responsibility is to perform professional duties in managing, marketing, conducting sales and product development, scheduling activities and developing systems and procedures for the CTC's Center for Marine Conservation (hereafter called the 'Center') based in Sanur, Bali.

The success of the Coral Triangle Center's reputation and ultimate ability to achieve its vision of "sustainability" rests on the cultivation of branding, donors, partners, trust, confidentiality, and effective communications. This position requires creativity and innovation and as with all CTC positions, it is expected that mission, core values and vision are exemplified by the individual filling this role.

The General Manager is responsible to achieve the target revenues of the Center to support the Coral Triangle Center's program and ensure the long-term sustainability of the organization without compromising CTC's mission and the guest experience. S(he) will be responsible to ensure a unique fun learning experience and environment for visitors at the Center. This position needs to maximize the net income of all profit centers by expanding the business to business partnerships with the hospitality, travel and MICE industry, and develop new products, events and activities.

S(he) will help maintain business and partner relationships, continually works to strengthen the relationships through excellent delivery of service and communications. The General Manager will be a motivational leader who will manage, train and develop a cohesive team of enthusiastic and dedicated staff (full-time, seasonal and volunteers) in marketing, sales and business development, delivery of service, customer management as well as operations and maintenance of the facilities. The General Manager will be responsible to develop and track the Center's annual budget and revenues generated by the facility and develop forecast profit scenarios as well.

A strong ability to establish and maintain effective working relationship with other senior managers, the public, news media and other relevant departments and agencies.

The General Manager plays a major role in helping to reach financial sustainability for the Center and is part of CTC's senior management. The general manager reports to the Executive Director.

Knowledge/Skills:

- Bachelor degree in hotel management, recreation, administration, physical education or closely related field, and four years management experience in hotel or event management, public recreation, or any other equivalent combination of education and experience. One or two years of experience in a community recreation facility desired, but not required
- Demonstrated professional track record in marketing and sales related to the hospitality or recreational industry with experience in developing social media strategy for marketing
- An extensive network in the travel and hospitality industry in Bali / Indonesia and the region
- Extensive knowledge of standard operational procedures of recreational facilities or other comparable facilities; general knowledge of business, management, finance and accounting including budgeting activities
- Strong in public relations, social, communications, people and organizational skills
- Hard working, passionate, dynamic, service oriented individual
- Flexible to changing situations and priorities
- Demonstrated professional track record in strategic planning, team development and motivation, partner relationships
- Willingness to work overtime, when needed
- Strong verbal, writing, and proven publication skills in English and in Bahasa Indonesia
- Advanced skills in personal computer use, data base management, statistical analysis, reporting and presentation
- Affinity with marine natural resources management issues preferred.

Please send your CV through email: hrecruitment@coraltrianglecenter.org
(Closing date for application: December 22, 2023)