



Terms of Reference

Center for Marine Conservation Manager

About CTC

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 a 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.

Essential Functions

The Center for Marine Conservation ("Center") seeks a Manager to manage the operations and business development of the Center. He/She is a key member of the Center and will facilitate the execution of the product development, sales and marketing, administrative, operational, and financial objectives of the Center. The ideal candidate will own and maintain the administrative and operational systems with excellence, lead the product development initiatives and the sales and marketing aspects of the Center to achieve the target revenues of the Center to support Marine Conservation programs and ensure the long-term sustainability of the organization without compromising CTC's mission and the guest experience.

The Manager for CMC is an adaptable critical thinker with a keen attention to detail, a passion for collaborative problem solving and team works, having creative and innovative ideas to develop new and attractive programs for the Center to increase the number of visitors and to ensure a unique fun learning experience and environment for visitors at the Center.

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, integrity, 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 Manager for CMC will help maintain business and partner relationships, continually working to strengthen the relationships through excellent delivery of service and communications. And owning strong ability to establish and maintain effective working relationships with other senior managers, the public and other relevant departments and agencies.

Candidates with experience managing the similar educational-fun-learning facilities in Indonesia or Asia are strongly encouraged to apply.

The incumbent will report directly to the Executive Director of the Coral Triangle Center and will work closely with the Regional Communications, Human Resources and Finance departments.

Qualification:

- 4+ years' experience in company management or general management in educational/museum/fun-learning facilities in Indonesia or Asia
- Profound knowledge and network in tourism, hospitality and MICE industries in Bali and Indonesia
- Excitement for applying and adapting industry knowledge to Center's environment, helping to evolve new programming approach
- Respect for CTC's mission and values, including understanding that the focus of our work is to support the Marine Conservation in the Coral Triangle countries
- Strong skills in sales and marketing, presentations, customer relationship, executing contract negotiations, administration and management
- Demonstrated experience in business plan and budget development
- High degree of organization, attention to detail, and ability to multi-task and juggle competing priorities, critical thinking and collaborative problem- solving skills
- Exceptional oral and written communication skills both in Bahasa Indonesia and English
- High emotional intelligence and interpersonal savvy
- Proficiency in the Microsoft Office applications.

Job Type: Full-Time based in Sanur, Bali

Work Hours: The Manager will mostly be scheduled to work Monday to Saturday, with weekend/holiday on-duty schedule and willingness to work flexible working hours.

Please send your CV through email: hrecruitment@coraltrianglecenter.org
(Applications accepted until the position is filled.)

Coral Triangle Center is an Equal Opportunity Employer