



INSTITUTE FOR  
CLIMATE & PEACE

# 2026 Executive Director Recruitment: Job Description

## ABOUT THE INSTITUTE FOR CLIMATE AND PEACE

The Institute for Climate and Peace (ICP) advances innovative, equitable, and multi-sector strategies to address the growing intersection of climate change, peacebuilding, and social cohesion, with a particular focus on the Pacific Asia region. ICP is based in Hawai'i and operates with a small, nimble, values-driven team. As part of our next phase, ICP is forming a sister hub in Aotearoa New Zealand to deepen regional engagement, partnerships, and community-rooted work across the Pacific.

ICP was founded in 2018 and is committed to advancing effective and inclusive processes to build peaceful and climate-resilient futures for the well-being of all. Since 2018, ICP has contributed to over 425 projects across sectors, including Information + Education Initiatives, Collaboration + Partnerships, and Policy Transformation. ICP's goal is to continue growing our impact in the coming year.

We are entering a new phase of leadership and growth and are seeking an Executive Director who can help shape the organization's next chapter.

## THE OPPORTUNITY

ICP is seeking a visionary Executive Director to lead the organization into its next stage of development. This is a senior leadership role for someone who is energized by building strategy, partnerships, resources, and community programming with ambition and integrity.

Fundraising is one of the highest priorities of this role. The Executive Director will be responsible for setting and leading ICP's fundraising strategy, cultivating funder relationships, and working closely with the Board to ensure long term financial sustainability.

In addition, this role will play a key leadership role in helping root ICP's work in Aotearoa New Zealand, supporting the formation of the sister hub, and strengthening ICP's presence, partnerships, and credibility in Aotearoa and the wider Pacific Asia region.

The role also provides intellectual and strategic leadership across ICP's core work at the intersection of climate research, knowledge generation, peacebuilding practice, and community-based programming, with a commitment to place-based approaches, Indigenous knowledge systems, and respectful engagement with Māori and Native Hawaiian communities.

This is a 12-month fixed-term independent contractor engagement. Renewal may be considered by mutual agreement, subject to performance and ongoing funding. The role provides executive leadership services to ICP on a contractor basis.



## INSTITUTE FOR CLIMATE & PEACE

### KEY RESPONSIBILITIES

#### FUNDRAISING AND EXTERNAL LEADERSHIP

- Develop and deliver ICP's fundraising strategy, including institutional funders, individual donors, partnerships, and aligned revenue opportunities.
- Cultivate and steward relationships with funders and strategic partners across Hawai'i, Aotearoa New Zealand, and the broader region.
- Serve as ICP's primary external representative and spokesperson.
- Work closely with the Board to activate board engagement in fundraising and visibility.

#### VISION, STRATEGY, PARTNERSHIPS, KNOWLEDGE, AND COMMUNITY PROGRAMMING

- Articulate and advance a clear vision for ICP's next phase, aligned with its mission and values.
- Lead organizational strategy across partnerships, research-informed initiatives, and community-based programming.
- Support the development and rooting of ICP's Aotearoa New Zealand sister hub, including partnerships, local presence, and program alignment.
- Ensure ICP's work integrates climate science, peacebuilding methodologies, and local and Indigenous knowledge in ways that are credible, accessible, and actionable.
- Bring cultural competence and an understanding of Te Tiriti o Waitangi and its relevance to partnership, governance, and community engagement.
- Strengthen ICP's narrative and positioning as a trusted voice at the intersection of climate, peace, and justice.

#### GOVERNANCE AND OPERATIONS

- Partner closely with the Board of Directors to support effective governance and decision-making.
- Ensure sound financial oversight, budgeting, and reporting.
- Provide strategic oversight and coordination of ICP's delivery team and contractors with clarity, trust, and accountability.

### WHAT SUCCESS LOOKS LIKE IN THE FIRST 12–18 MONTHS

- A clear, executable fundraising strategy with diversified revenue streams.
- Strengthened board engagement in fundraising and governance.
- Improved financial visibility and organizational sustainability.
- A sharpened external narrative connecting climate, peace, and measurable impact.
- A more resilient internal operating model that supports growth.
- ICP is fully operational as a formally registered entity in Aotearoa New Zealand, with leadership aligned to that footprint.



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### THE IDEAL CANDIDATE

We are looking for a senior nonprofit leader based in Aotearoa New Zealand, who combines strategic vision with fundraising leadership and regional grounding.

- Experience working closely with a board of directors and supporting effective governance.
- Ability to translate research, climate knowledge, peacebuilding principles, and Indigenous perspectives into compelling strategies, partnerships, and programs.
- Cultural competence, including familiarity with Te Tiriti o Waitangi and respectful engagement with Māori and Native Hawaiian communities and knowledge systems.
- Comfort working across Hawai'i, Aotearoa New Zealand, and broader Pacific contexts.
- A strong external presence and confidence representing the organization to funders, partners, and communities.
- Deep alignment with ICP's mission and values around climate justice, peacebuilding, and social equity.
- Ability to operate in ambiguity, build systems, and lead through growth and transition.
- Leadership with high integrity, transparency, and a collaborative style.
- Experience with nonprofit compliance in Aotearoa New Zealand, including sound fiscal management, governance requirements, and regulatory obligations.

ICP is an equal opportunity organization and we welcome applicants from all backgrounds and lived experiences, including those who may not meet every listed criterion.

### COMPENSATION

This is an independent contractor Executive Director engagement with an annual contract value in the range of NZD 80,000 to 100,000, payable in monthly installments on receipt of invoice. The Executive Director will be engaged as an independent contractor and is not an employee of the organization. Accordingly, this role does not include employee benefits such as paid leave, health insurance or retirement contributions. The contractor is responsible for their own tax and statutory obligations.

In addition to the base contract value, the Executive Director may be considered for a performance-based bonus, subject to Board approval. Any bonus consideration will be linked to agreed annual objectives and determined at the Board's discretion, consistent with nonprofit governance, fundraising best practice, and ethical standards.

### HOW TO APPLY

We invite interested candidates to complete a short application form rather than submitting materials by email.

Link to form: <https://forms.gle/CNcEeNz1Jy6DxWkS8>

**Applications will be reviewed on a rolling basis and close at 5pm on Friday 27 March (NZDT).**