

## **Post Scarcity Institute: Executive Director**

The Post Scarcity Institute (PSI) is currently seeking an Executive Director. This is a full-time position, based in the Nosara area of Costa Rica.

The Post Scarcity Institute is a new organization, having been established in 2021 as part of a larger project called Tierramor. The PSI is a center for learning and discovering ways of living and being. At its essence, the PSI seeks harmony between diversity and productivity - two things that are, all too often, perceived as mutually exclusive in our modern world. The PSI simultaneously pursues innovation and deeply values ancient wisdom.

On a practical level, the PSI uses permaculture, agroforestry, and other sustainability methodologies to support life in the Guanacaste province of Costa Rica - we are interested in abundant food, integrated systems, and hyperlocal solutions. Those who work at the PSI are involved in designing, researching, iterating, and implementing sustainable solutions that support life.

The PSI cohabits an incredible 140 hectares of land with Tierramor. Tierramor is the center for consciousness which, at its core, seeks to bring people back into alignment with their primary human needs - connection, nourishment of the soul, and belonging.

The PSI is the steward of the land and runs regenerative programs in and around the various aspects of Tierramor - its temples, retreat center, and community. The PSI is also deeply involved in the design of the overall project, providing Tierramor with integrated food, energy, and water systems. There is a living and strong symbiotic relationship between these two entities.

We are currently seeking a leader for the PSI, someone who is excited to work with Tierramor's founder to make the vision of the PSI a reality.

Working closely with Tierramor's founder, the Executive Director will play a key role in establishing various aspects of the organization, including its specific programs, its budgets, and its fundraising, operational, and strategic plans. The ED will also work to set up internal systems and develop many of the details of the PSI's programs.

At present, the ED will be supported by a permaculture designer, a project manager, a non-profit consultant, local staff, and volunteers. Over time the ED will build the teams necessary to fulfill the vision and mission of the organization. The ideal candidate will be a flexible person who has experience building and developing great teams but is also not shy to take on a diverse set of responsibilities at the outset.

The PSI currently has funding secured for its first year of operation. The ED's first priority will be to work with the Founder to establish the PSI's programs. Eventually, the ED will be expected to oversee development - sourcing and securing the organization's revenue by cultivating new funder relationships, securing new grants, and nurturing existing relationships. The ED will have access to a grant writing consultant, however, the ideal candidate for the ED role is an experienced fundraiser with a proven track record.

A deep philosophical interest in permaculture and or/allied sustainability frameworks is absolutely essential for this role. While knowledge of, and practical experience with, tropical permaculture in particular would be ideal, we are very open to people who have a more varied background.

The ideal Executive Director will be a dynamic individual with a deep connection to the natural world, as well as strong leadership, management, and communication skills.

The Post Scarcity Institute is a non-profit, currently in the process of registration in the US and in Costa Rica. This opportunity is open to people who have or can obtain the right to work in either Costa Rica or the USA. At least some proficiency in Spanish is necessary for this position.

**Responsibilities include, but are not limited to:**

- In collaboration with the Board of Directors and the Founder, set the organization's strategic direction, determine priorities, and develop strategic plans
- In collaboration with the Founder, engage in program design and development
- Develop operational plans
- Develop an annual budget that reflects the values and plans of the organization and manage the organization in line with that budget
- Create and execute fundraising plans to adequately meet the income needs outlined in the annual budget, emphasizing financial sustainability
- Manage existing and secure new funding sources for the organization, including grants, corporate sponsorships, and individual contributions.
- Write, or oversee the writing of, high-quality donor reports
- Oversee monitoring and evaluation activities
- Manage volunteer programs
- Hire and manage qualified staff
- Oversee programs and carry out day-to-day administration where necessary

**Qualifications & Experience:**

- Strong background in permaculture or sustainability
- Relevant university-level education (Minimum of a Bachelor's degree)
- At least five years of management experience required
- Experience in similar position preferred
- Background in finance required
- Experience and proven track record as a fundraiser preferred
- Experience in hiring and record of building teams preferred
- Operations experience preferred

**Skills & Attitude:**

- Strong Leadership skills
- High level of professionalism
- Ability to work collaboratively with the Founder and Board
- Detail-orientated personality
- Ability to create systems and improve procedures
- Ability to meet deadlines and work well under pressure
- Flexible and adaptable personality
- High levels of responsibility, energy, and enthusiasm
- Willingness to learn new things
- High level of proficiency in English
- Working level of proficiency in Spanish
- Drivers license and driving experience

**To apply:** Please send the following to [margaret@tierramor.co](mailto:margaret@tierramor.co)

- Your Resume (**max 3 pages**)
- A **one-page** covering letter
- Please **do not** send any additional documents at this stage

Please ensure your documents are in **PDF format** and contain **your name in the file name** (eg: Resume\_JaneDoe). In the subject line of your email please write: **"Application: PSI Executive Director 2021 [your name]"**

**Deadline:** Applications will be reviewed on a rolling basis up until **30 November 2021**. If you are interested in this position, we encourage you to apply before the deadline as we will be conducting interviews on a rolling basis.

If you have questions, please ask them via email.