

Executive Assistant to Asia Pacific (AP) Regional Managing Director

Who We Are:

The Nature Conservancy (TNC)'s mission is to protect the lands and waters upon which all life depends. As a science-based organization, we create innovative, on-the-ground solutions to our world's toughest challenges so that we can create a world in which people and nature thrive. We're rooted in our Mission and guided by our Values, which includes a [Commitment to Diversity](#) and Respect for People, Communities, and Cultures. Whether it's career development, flexible schedules, or a rewarding mission, there's lots of reasons to love life #insideTNC. Want a better insight to TNC? Check out our [TNC Talent playlist on YouTube](#) or on [Glassdoor](#).

TNC has set global conservation goals for 2030 across the following broad areas of work: climate change, oceans, lands, freshwater, and people, including community leadership. Within Asia Pacific, TNC contributes towards these goals through country-specific and regional programs, touching down across a broad set of geographies, including Australia, China, Hong Kong SAR, India, Indonesia, Mongolia, New Zealand, Papua New Guinea, Singapore, Solomon Islands, as well as several states and territories in Micronesia.

Our goal is to cultivate an inclusive work environment so that all our colleagues around the globe feel a sense of belonging, and that their unique contributions to our mission are valued. We know we'll only achieve our Mission by hiring and engaging a diverse workforce that reflects the communities in which we work. In addition to the requirements in our postings, we recognize that people come with talent and experiences outside of a job. Diversity of experience and skills combined with passion is a key to innovation and a culture of inclusion! Please apply – we'd love to hear from you. To quote myriad TNC staff members, "you'll join for our mission, and you'll stay for our people."

What We Can Achieve Together:

As the Executive Assistant to the Asia Pacific (AP) Regional Managing Director, you will play a pivotal role in ensuring the smooth and efficient management of the region. Your primary responsibility is to provide direct administrative support to the Regional Managing Director (RMD), enabling them to focus on strategic initiatives and leadership.

In this dynamic role, you will handle a variety of high-level administrative tasks, including:

- **Meeting Logistics:** Plan and manage meetings and special events, working closely with other colleagues to ensure meeting agendas carefully planned.
- **Travel Arrangements:** Coordinate both domestic and international travel.
- **Calendar Management:** Keep the Managing Director's schedule organized, including ensuring timely briefings and preparatory notes.

- **Correspondence:** Draft and manage communications with internal and external stakeholders.
- **Expense Processing:** Handle expense reports and financial tracking.
- **Approvals:** Manage delegated approvals, including reviewing travel requests, timesheets, leave applications etc. of direct reports.
- **Performance Partnerships:** Ensure the RMD has the information they need to properly support their direct reports. This includes setting up and preparing for quarterly performance partnership calls.
- **Coordination:** Facilitate effective communication and coordination between the RMD and various colleagues and teams across the Asia Pacific region and throughout The Nature Conservancy.

A key responsibility will also be to ensure that regional coordination and oversight groups, such as the AP Regional Management Team and the AP Leadership Team, are well-organized and functioning effectively.

As a key partner for the RMD, you will need to be highly pro-active at managing their schedule and, over time, develop good judgement about how to prioritise time allocations.

This position can be based at any location within the Asia Pacific region where TNC is registered. TNC will not provide support for working visas or residency for this position.

We're Looking for You:

Are you looking for work you can believe in? At TNC we strive to embody a philosophy of Work that You Can Believe in where you can feel like you are making a difference every day. We're looking for someone with strong experience in being a part of a diverse, multi-disciplinary team.

The ideal candidate should have exceptional communication and collaboration skills and experience designing, organizing, and directing high level administrative tasks. This is an exciting opportunity to contribute to the ongoing mission of conservation by directing and shaping the work of our team!

What You'll Bring:

- Bachelor's degree and 3 years related experience or equivalent combination.
- Experience generating reports and analyzing and interpreting data.
- Experience managing the schedule and contacts of a senior leader.
- Experience with database management; and Experience working across departments.

DESIRED QUALIFICATIONS

- Multi-lingual skills and multi-cultural or cross-cultural experiences are appreciated.
- Ability to implement complex processes.
- Ability to use existing technology to achieve desired results.
- Demonstrated experience using diplomacy and tact to build strong relationships and motivate staff.
- Experience coordinating projects.
- Experience interpreting guidelines to achieve desired results.
- Experience supervising staff, interns, and/or volunteers.
- Strong organization skills, accuracy, attention to detail and ability to manage multiple tasks; and/or
- Successful experience implementing strategic program goals.

What We Bring:

Since 1951, The Nature Conservancy has been doing work you can believe in protecting the lands and waters that all life depends on. Through grassroots action, TNC has grown to become one of the most effective and wide-reaching environmental organizations in the world. Thanks to more than 1 million members, over 400 scientists, and the dedicated efforts of our diverse staff, we impact conservation throughout the world!

The Nature Conservancy offers a competitive, comprehensive benefits package including: health care benefits, flexible spending accounts, 401(k) plan including employer match, parental leave, accrued paid time off, life insurance, disability coverage, employee assistance program, other life and work wellbeing benefits. Learn more about our benefits at in the [Culture Tab](#) on nature.org/careers.

We're proud to offer a work-environment that is supportive of the health, wellbeing, and flexibility needs of the people we employ!

This description is not designed to be a complete list of all duties and responsibilities required for this job.

Our Competencies:

BUILDS RELATIONSHIPS	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
COLLABORATION & TEAMWORK	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
COMMUNICATES AUTHENTICALLY	Communicates proactively and in a timely manner to share information, address important issues, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
DEVELOPS OTHERS	Takes ownership to help develop others' skills, behaviors, and mindsets to help them strengthen their workplace contributions.
DRIVES FOR RESULTS	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
LEVERAGES DIFFERENCE	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholders. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
SYSTEMS LEADERSHIP	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs, and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military, protected veteran status or other status protected by law.

TNC is committed to offering accommodations for qualified individuals with disabilities and disabled veterans in our job application process. If you need assistance or an accommodation due to a disability, please send a note to applyhelp@tnc.org with Request for Accommodation in the subject line

For Internal Reporting:

Job Title: Executive Assistant III

Job Family: Operations

Internal Job Code: 500002

Salary Grade: 6

Status: Salaried

PeopleSoft Job ID Number: 56465

Date: March 2025