



Title: Environment Program Officer, Ocean Health  
Location: Baja Peninsula or National City, CA  
Travel: 25% to Mexico and Latin America  
Employment Status: Full Time, Non-Exempt  
Salary: \$65,000-\$75,000 USD (DOE)  
Reports to: Senior Environment Program Officer

### Organization Description

Based in the U.S.-Mexico border community of National City, California, the International Community Foundation (ICF) is a growing organization committed to expanding charitable giving in Mexico and Latin America. ICF is unique in that our geography spans across borders. Our transnational network of relationships enables us to support high impact projects that are community centered and locally led. In 2023, ICF's total assets reached \$40 million across 275 funds, allowing ICF to have both an immediate and a long-term positive impact on the communities where we work. In 2023, ICF granted over \$13.8 million to organizations working in 15 countries. Committed to growing the strength of local community organizations, ICF builds assets, makes grants and invests in local community leadership. In addition, ICF provides support for several high-impact programs in Mexico, and specifically the Baja California Peninsula, across an ecosystem of nonprofits that work to advance environmental conservation, smart growth and food security.

### Position Description

This position leads ICF's work in ocean health as part of an Environment Program team working together on a robust portfolio of projects. With a focus on people, land, water and climate resiliency, the Environment Team is made up of creative and skilled specialists leading a diverse and intersectional portfolio. The Environment Program is the largest program at ICF granting an average of \$7M per year. ICF's environment program has a long history of working to increase coastline resiliency and ocean health via supporting projects that protect marine biodiversity, promote sustainable fisheries, bolster natural protected areas, enhance ecological connectivity between coastal lands and marine ecosystems and reduce marine bound plastics, among others. This position requires travel and building strong relationships in the places where ICF works. ICF offers a hybrid schedule with professional development growth and up to three in-person staff retreats per year.

### Duties

1. Lead the Environment Program's Ocean Health Initiative and Strategy (45%):
  - Grow the ocean health program by identifying new strategic opportunities and

designing new initiatives.

- Support an ecosystem of relationships with current and new partners.
- Develop goals and objectives for connected and intersectional work.
- Prepare indicators of success that are synergistic with organizational goals.
- Create and launch new partnerships and projects that advance goals.
- Shape and support communication and story-telling strategies.
- Connect and strengthen local community leadership and organizational development.
- Serve as a leader for ICF representing the organization nationally and internationally.
- Manage communication with partners, staff, volunteers, and the public.
- Organize strategic meetings and events with partners and community leaders.

## 2. Manage Special Projects in Ocean Health (20%):

- Manage Special Initiatives focused on ocean health, coastal resilience, habitat protection and community livelihoods with a focus in the Baja Peninsula, along Pacific Flyway and the Mesoamerican reef.
- Maintain strong relationships with current and new partners.
- Design and implement new special initiatives that are interconnected and intersectional.
- Manage a team of international consultants working to amplify local nonprofits.
- Work across ICF teams to oversee project expenses, grants and payments.
- Assess new and oversee current projects and mission related investments.

## 3. Grow Environment Program Assets (15%)

- Steward ICF's current ecosystem of relationships.
- Create high quality interactions for ICF partners and philanthropic colleagues.
- Help tell ICF's story in spaces and places where new relationships can be built.
- Build assets, both financial and social, with ICF's business development team.
- Provide philanthropic advice and content expertise nationally and internationally.
- Generate new business and partnerships that align with goals.
- Seek out proposal submission opportunities for current and programs.
- Support the Business Development Team in pursuing addition funding.
- Develop reports and ongoing updates for ICF partners including funders, fund holders,

donors and financial advisors. Request funding in-person and in-writing.

#### 4. Support Community Leadership and Organizational Development (15%)

- Collaborate with local leaders working to advance ocean health.
- Build trust with partners who are providing direct services to their communities.
- Uplift and strengthen a network of nonprofits working in conversation internationally.
- Maintain and build current and new relationships on behalf of ICF.
- Create opportunities and connections between and for nonprofit leaders and funders.
- Increase support for cohorts of nonprofits and their work.
- Work with ICF Grantmaking team to support capacity building efforts.
- Amplify and distribute opportunities for ICF's grantees.
- Advance organizational resiliency and help identify sector needs.
- Provide expertise and referrals for capacity building opportunities.

#### 5. Manage Ocean Health Related Grants (15%)

- Oversee grants and work with ICF's Program Specialist and Grantmaking Team to advance proposals, budgets, due diligence, legal requirements, and board vote process.
- Design grantmaking cycles as needed for special projects, donor advised funds, foundations, and individual funders.
- Uphold best practices set by the international grant making community/international charitable laws, while ensuring compliance with U.S. federal and state laws.
- Work to capture accurate partner data and learn ICF's current systems/platforms.
- Other duties as needed.

#### Qualifications

- Must have permission to work in the US.
- Passion for ICF's mission, environmental focus areas and ocean health.
- Excellent verbal and written skills in Spanish and English, and ability to articulate matters related to this industry in both languages.
- Desire to advocate for ocean health internationally, specifically the Baja Peninsula, Mexico and Latin America.
- Previous work experience in environmental field, preferably oceans and coastal resiliency
- A masters' degree with an environmental and/or nonprofit management focus.
- Preferred 3-5 years of nonprofit and/or philanthropic experience.
- Grant and program development experience.
- Ability to manage complex projects simultaneously, manage workflow and meet deadlines.
- Enjoy fundraising, with demonstrated ability to energize funders and foundations, garner new funders, and develop new business models and revenue sources.
- Experience with creating trust based partnerships and building broad alliances while navigating the needs of multiple projects.
- High attention to detail and ability to multitask while maintaining quality of work.
- Ability to work independently and on a team, comfortable taking the initiative to lead and

direction from others.

- Demonstrate a professional demeanor and lead with integrity.
- Strong communications skills, including a sense of diplomacy, flexibility, and discretion.
- Strong knowledge of Microsoft Office.

This position will require routinely sitting, standing, stooping, kneeling, crouching, and bending for 8+ hours per day. Position requires the occasional lifting of objects up to 10lbs.

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Don't meet every single requirement?** Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At ICF we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.

#### To Apply

The International Community Foundation offers an excellent benefits package and competitive compensation. Please send your resume and cover letter to Angelica Leyva at [angelica@icfdn.org](mailto:angelica@icfdn.org) by February 19th. Include "Environment Program Officer, Ocean Health" in the subject line.

#### Timeline

We aim to conduct interviews for this position in the first weeks of March, ensuring a timely and efficient selection process for prospective candidates.