



**Title: Grants and Nonprofit Resilience Manager**

**Location: National City, CA**

**Travel: 10% to San Diego, Mexico, Latin America**

**Employment Status: Full Time, Non-Exempt**

**Salary: \$27-\$30/hour**

**Reports to: Director of Grants**

### **Organization Description**

The International Community Foundation works across borders to connect people, ideas, and investments in the transformative power of community. 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. Since 1990, ICF has granted over USD\$100 million to carefully vetted education, health, and environmental initiatives. In 2022, ICF's total assets reached \$39 million across 275 funds, which allows ICF to have both an immediate and a long-term positive impact on the communities where we work. In 2023, ICF granted over \$14.5 million to organizations working on emergency response to natural disasters, the U.S.-Mexico border, human rights and migration, education, and marine/terrestrial conservation. In addition, ICF manages several high-impact programs in Mexico, and more specifically the Baja California Peninsula, that work to improve quality of life for local communities.

### **Position Description**

This position will provide information to partners (mainly grantees and grant seekers) about the Foundation's grantmaking goals, strategies, and objectives. This position will support the Director of Grants on providing appropriate technical and systems support to external and internal stakeholders in the development, implementation and learning associated with all aspects of the Foundation's grantmaking process.

ICF is well positioned to bolster organizational development within local partner networks in Mexico and Latin America. This position will utilize reporting from nonprofit partners to collect, analyze, and document data, measure impact, and help inform decision-making improvements in the effort to support learning and innovation.

The successful candidate will support the Director of Grants in successful administration of ICF's weekly resource mobilization/grantmaking activities AND lead ICF's Nonprofit Resilience/ Capacity Building Program aimed at strengthening our ecosystem of nonprofits.

At times, this position will require travel and being available outside of normal business hours.

## Duties

### ***Support Grant Process and Strategy (60%)***

- Work closely with the Director of Grants to review and implement grantmaking strategies and objectives.
- Help identify processes and systems that will improve the foundation's overall grant making process.
- Serve as staff resource, knowledge hub, and liaison on all proposals/grants, including those with complex exceptions.
- Co-conduct due diligence on all grants and charitable expenses to ensure legal compliance.
- In collaboration with Program Manager, monitor and track all initial and follow up payments related to grantmaking and charitable expenses; troubleshooting as needed.
- Prepare and send grant award letters with appropriate reporting deadlines and formats.
- Support program and development departments by monitoring, tracking, and communicating reporting deadlines to ensure reports are collected promptly.
- In collaboration with the Director of Grants, prepare grantmaking information for annual audit.
- Manage questions related to grant approval status, payments, reports, and any other topic related to grantmaking.
- Manage equivalency determination processes for international grantees, in partnership with other foundation's areas, as well as external partners.

### ***Nonprofit Resiliency and Innovation (Capacity Building) (40%)***

- Help advance and lead the team towards alignment and articulation of ICF's nonprofit resilience/capacity building strategy.
- Build relationships across ICF to share knowledge and inform learning agendas.
- Establish and implement systems to support and care for ICF's grantees and community partners in identifying capacity building priorities, creating plans, and monitoring progress.
- Identify current capacity building consultants, networks and technical experts, vet and maintain a shared directory of consultants and technical experts to better understand ICF's role in increasing nonprofit capacity.
- Prepare a shared calendar of capacity-building activities offered by ICF, and/or partners.
- Find complimentary and aligned opportunities for ICF's impact including grant opportunities, new relationships.
- Document successes, lessons learned, and challenges to improve ICF grantmaking.
- In collaboration with Program Manager, support ongoing development of existing protocols for data collection, reporting, as well as tools and protocols appropriate for monitoring and evaluation of impact (M&E).
- Train and inform ICF staff and impact partners on M&E strategy. Identify learning opportunities to increase quality, efficacy, and efficiency of programming.



- Track reporting of ICF’s grants, special initiatives, and other project-related investments in partnership with ICF teams.

## Qualifications

- Passion for ICF’s mission and geographic regional focus areas, and a general interest in international development.
- A masters' degree with an international focus or 4-5 years of nonprofit and philanthropic experience with a minimum of 3 years' work experience in areas relevant to nonprofit capacity building and M&E.
- Knowledge of qualitative/quantitative research and data collection methods and design.
- Ability to demonstrate attention to detail and an appreciation for systems.
- Experience with facilitation and training.
- Strong collaboration and interpersonal skills and the ability to establish and manage relationships with diverse groups of internal and external partners.
- Ability to meet tight deadlines, generate high-quality outputs while balancing multiple responsibilities.
- Ability to work on a team and independently, taking initiative to lead or complete tasks with flexibility and efficiency, in a fast-paced environment.
- Comfortable in a wide range of cultural, geographic, and operational situations, demonstrating culturally sensitive behavior with a diverse range of people.
- Excellent verbal and written skills in Spanish and English, and ability to articulate matters related to our industry in both languages.
- Ability to demonstrate a professional demeanor and lead with integrity.
- Strong customer service orientation in person, by phone, and in written correspondence.
- Strong communications skills, including a sense of diplomacy, flexibility, and discretion.
- Strong knowledge of Microsoft Office, including high competency in Excel.

**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 our Director of Grants, Jackelyn-Rivas Landaverde at [Jackelyn@icfdn.org](mailto:Jackelyn@icfdn.org) by March 15, 2024. Include “Grants Manager” in the subject line.