



Title: Grants Specialist
Location: National City, CA (Hybrid)
Travel: 10-15% to Mexico (conditions permitting)
Employment Status: Full Time, Hourly, Non-Exempt
Salary Rate: \$23-\$26 per hour DOE
Reports to: Director of Grants and Systems, Jackelyn Rivas-Landaverde

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 2022, ICF granted over \$12.5 million to organizations working on emergency response to COVID-19, the U.S.-Mexico border, human rights and migration, 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 supports ICF's dynamic grantmaking process by co-conducting organizational due diligence on all grantees, preparing and reviewing necessary documentation for ICF's weekly grant cycle, preparing weekly payments for grants and charitable expenses, communicating with grantees, and ensuring grantees turn in reports on a timely basis. This position works closely with ICF's programmatic and development teams.

Duties

1. Grants Management and Reporting (70%)
 - a. Support ICF's weekly grant cycle in conjunction with Director of Grants and System, including doing an initial review of all applications to ensure compliance with both IRS and international grantmaking regulations.
 - b. Prepare, email and track grant award letters for grants across all program areas.
 - c. Manage international wires and domestic ACH weekly payment process, including prepping necessary documentation, verifying banking information, and accounts payable.
 - d. Work closely with Program Manager to track, collect and analyze reports for all active grants across program areas.
 - e. Create and prepare grantmaking presentations as needed for programmatic and development staff.
 - f. Maintain internal formats/systems to support all aspects of grant management system.



2. Grant and Communications Processes & Innovation (20%)
 - a. Maintain and continue to improve internal formats to support grants management and train internal/external stakeholders as needed.
 - b. Support ICF's transition to a new grant management and CRM platform.
 - c. Research latest trends of grantmaking for innovation and efficiencies.
 - d. Participate in grantmaking associations and/or attends conferences related to grantmaking.
3. Community Leadership and Special Projects (10%)
 - a. Coordinate and participate in site visits.
 - b. Support nonprofit resiliency/capacity building efforts and proposal development.
 - c. Assist programmatic and development teams in research opportunities.
 - d. Provide logistical support for events, workshops, meetings, and conference calls.
4. Other duties as needed.

Qualifications

- Bachelors' degree in relevant field.
- 1-3 years of nonprofit and/or philanthropic experience.
- Preferred but not required: experience using philanthropic/nonprofit accounting or CRM systems, or a variety of technological tools/software systems.
- Ability to represent ICF in professional settings with an effective communication style.
- Ability to demonstrate attention to detail and high organization skills.
- Strong client service and relationship-building skills.
- Strong analytical and research skills.
- Critical thinking, multi-tasking and problem-solving skills. Creativity is always appreciated!
- Ability to manage various projects at any given time.
- Excellent verbal and written skills in Spanish and English.
- Proficient in Microsoft Office Suite.
- Moderate understanding of grantmaking within philanthropy.
- Passion for ICF's mission and interest in international development; specifically, Mexico and Latin America

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 Jackelyn Rivas-Landaverde (jackelyn@icfdn.org) by October 30th. Include "Grants Specialist Application" in the subject line.