



<b>Title</b>	Funds and Communications Coordinator
<b>Location</b>	Hybrid Remote and National City, San Diego
<b>Travel</b>	>5% to Mexico, US and/or Latin America
<b>Employment Status</b>	Full Time, Nonexempt
<b>Hourly Rate</b>	\$26-\$30 DOE
<b>Reports to</b>	Strategic Partnerships and Public Affairs Manager

## Organization Description

The International Community Foundation works across borders to connect people, ideas, and investments through the transformative power of community. Based in the U.S.-Mexico border community of National City, California, the International Community Foundation (ICF) is an organization committed to expanding charitable giving in Mexico and Latin America. Since 1990, ICF has granted over \$175 million USD to carefully vetted education, health, and environmental initiatives. In FY2025, ICF granted over \$18.7 million to organizations working on marine/terrestrial conservation, emergency response to natural disasters, the U.S.-Mexico border, human rights and migration, food systems, and education. In addition, ICF manages several high-impact programs in Mexico—specifically the Baja California Peninsula—that work to improve quality of life for local communities.

## Position Summary

The **Funds and Communications Coordinator** is an entry-level role designed for a dynamic and detail-oriented professional interested in philanthropy, donor relations, and storytelling. This position blends two essential functions: (1) providing responsive, high-quality support to fund advisors and internal teams throughout the grant cycle, and (2) reviewing grantee reports to transform impact data into clear communications materials.

This role plays a key part in ensuring donors feel informed, supported, and connected to the impact of their philanthropy.

This role may occasionally require availability outside of normal business hours and domestic/international travel. ICF offers a hybrid remote schedule.

## Key Responsibilities

### Fund Support & Donor Service (60%)

- Provide timely, professional responses to fund advisor inquiries.
- Coordinate and manage the grant recommendation and reporting process for assigned Donor Advised, SPF, and Agency Funds.
- Coordinate with Finance and Programs teams to ensure smooth grant processing.
- Maintain accurate electronic contacts, donors, and grant files in the CRM and shared systems, as requested and for funds under this role's responsibility.
- Provide fund information such as statements and balances to fund holders.
- Support onboarding materials for new funds in collaboration with Development and Operations.
- Support special initiatives that promote awareness of ICF's mission and community philanthropy.
- Represent ICF at a range of events and spaces, support activities as needed, and attend the office as requested.
- Provide support with event logistics as requested for development and communications.
- Support the preparation of annual gifts for donors and contacts and contribute to broader donor stewardship efforts.

### Communications & Impact Support (40%)

- Review grantee narrative and financial reports and extract key impact highlights as requested.
- Work across ICF teams to assist in preparing donor-facing summaries, impact briefs, and updates in English and Spanish.
- Support the development of newsletters, social media content, and campaign materials and ensure materials reflect ICF's bilingual and cross-border identity.
- Coordinate with the Strategic Partnerships and Public Affairs Manager and the Marketing and Communications Manager to collect and organize photos, testimonials, and impact stories for social media content and publications.
- Assist in preparing Annual Reports, Giving Guides, and other publications.
- Support storytelling and donor stewardship efforts that elevate local partners and community impact.

## Qualifications

- Must have permission to work in the U.S.
- Fully bilingual in English and Spanish (written and verbal)
- Possess documentation necessary to travel to Mexico, if needed.
- Passion for ICF's mission and values of community, transparency, and cross-cultural collaboration.
- Bachelor's degree in communications, International Relations, Nonprofit Management, Marketing, or related fields.
- 1–3 years of professional experience in nonprofit, philanthropy, communications, or customer service (internships welcome).
- Proficiency in Microsoft Office Suite—CRM experience preferred but not required.
- Strong organizational skills and attention to detail; ability to manage multiple tasks and meet deadlines.
- Skilled at responding with clarity, respect, and discretion when engaging with external parties.
- Ability to work both independently and collaboratively in a cross-cultural team setting.
- Professional demeanor, adaptability, and commitment to equity and inclusion.

## Physical Requirements

This position requires the ability to sit, stand, and use standard office equipment for extended periods. Occasional travel to Mexico and Latin America may be required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

## To Apply

Please submit your resume and cover letter materials in PDF format to Eyra Erickson ([eyra@icfdn.org](mailto:eyra@icfdn.org)). Include: "Funds and Communications Coordinator - [your last name]" in the email subject line. This position is open until filled.