



Title: Grants Assistant

Location: National City, CA

Travel: 5% to Mexico (conditions permitting)

Employment Status: Full Time Non-Exempt

Reports to: Grants Manager

### Organization Description

The International Community Foundation (ICF) is a growing public charity committed to working with U.S. donors to expand charitable giving in Mexico with an emphasis on the Baja California peninsula and the Gulf of California. In fiscal year 2020, ICF was able to grant over \$17 million to organizations in Mexico, Latin America, and the Caribbean. ICF also helped to build strong organizations, foster collaboration, and incubate new ideas. With this direct support, ICF sponsored conferences or events, or provided loans to jumpstart new businesses. ICF manages several high-impact programs in Mexico that work to improve quality of life and health, education, and environmental indicators in targeted communities.

### Position Description

This position supports ICF's dynamic grantmaking process by conducting organizational due diligence on all grantees, preparing the board vote, communicating with grantees and ensuring annual grantee reporting. This position works closely with ICF's program team and the Director of Nonprofit Innovation and Performance.

### Duties

1. Implement Grant Process:
  - a. Support the board vote process in conjunction with Grants Manager.
  - b. Collect and maintain grantee information, including tracking grants, report deadlines, contact information, and due diligence requirements.
  - c. Support wire transfers, check request payment process and communicate to grantees, program officers, and finance staff.
  - d. Communicate with grantees and the ICF Finance team about wire transfers, verify bank information, report deadlines/formats, and ICF communications needs.
  - e. Maintain internal formats/systems to support grants management.



2. Support ICF Special Projects:
  - a. Work with Program Team to complete and update contracts, invoices, check/wire requests, and other systems that are used to track payments for special project initiatives.
  - b. Provide logistical support for events, workshops, meetings, and conference calls.
  - c. Maintain internal formats/systems to support contractor management.
3. Support ICF organizational fundraising/development process:
  - a. Open new funds in FIMS and send welcome packet.
  - b. Log checks and notify program officers and finance staff.
  - c. Help finalize and implement fund checklist.
  - d. Create and organize blogs to support Program Team as needed.
4. Other duties as needed.

#### Qualifications

- Bachelors' degree in relevant field.
- 1-2 years of nonprofit and/or philanthropic experience.
- Ability to represent ICF in professional settings with an effective communication style.
- Ability to demonstrate attention to detail and organization.
- Critical thinking 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 and social media.