Title: Fund Manager

Location: National City, CA

Travel: Approx. 5% to Mexico (conditions permitting)

Status: Full-time, Exempt

Reports to: Senior Development Officer

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. 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
The Fund Manager is responsible for two primary areas: (1) administering grant recommendations from donor-advised funds and other funds; and (2) providing specialized, high quality prospect research and extensive analysis using a variety of resources and strategies, to provide accurate, timely and strategic information to development team on prospective donors with emphasis on Major Gift Prospects.

Duties

1. Fund Management (65%)
   a. Provide donors with high-quality service by being responsive and providing assistance with services and information through the grant cycle, including reporting.
   c. Respond to inquiries or direct the inquiry to appropriate staff member.
   d. Support ICF staff on special programs and other projects that promote awareness of ICF and community philanthropy as needed.

   Tasks/Activities:
   • Provide excellent customer service to ICF fund advisors through the grant cycle, including reporting.
   • Collect local grantees’ impact measurements/stories/anecdotes/photos for social media, website blogs, and other ICF communications platforms.
   • Help distribute publications, reports, white papers, and other ICF documents to local stakeholders in order to promote ICF as a thought leader.
   • Create, and maintain paper- and electronic grant and donor files to meet legal, audit and ICF requirements.
   • Participate in ICF program calls weekly to stay informed on current initiatives and upcoming work.
   • Write and edit reports as needed.
2. **Prospect Research (25%)**
   a. Provide specialized, high quality prospect research & analysis using a variety of sources and strategies, to provide accurate, timely, and strategic information to development staff on prospective ICF donors.
   b. Coordinate with ICF Fundraising Team to ascertain depth of information required.
   c. Identify, collect, organize, and maintain all information relating to prospects critical for the effective and successful cultivation and solicitation of donor prospects.
   d. Analyze, interpret, and synthesize all information collected to prepare a cogent, timely, and accurate research reports on prospects.
   e. Write and edit reports and updates on donors and prospective donors using standardized formats, internal consistency, accuracy, clarity and grammatical usage.

3. **Prospect Management (10%)**
   a. Help develop a systematic portfolio review and maintenance process for major giving and planned giving.
   b. Provide descriptive research statistics and analysis of development officers portfolios to assist with prioritizing prospects, relative to specific fundraising goals.
   c. Tracking and prompting prospect movement through metrics and proposals opportunities via quarterly meetings with development officers.

**Qualifications:**
- Bachelor’s degree related to international development, education, and/or nonprofit management and/or at least 2-3 years of nonprofit and philanthropic experience.
- Excellent verbal and written skills in Spanish and English, and ability to professionally articulate matters related to our industry in both languages.
- Experience with documentation and improvement of processes and procedures.
- Knowledge of Foundation Information Management System (FIMS) database a plus, but not required, as the candidate will be trained.
- Knowledge of Salesforce Nonprofit Success Pack a plus, but not required.
- Possess all relevant documentation necessary to travel to Mexico (if possible, subject to national, state, and local COVID19 quarantine guidelines).
- Proficient in Microsoft Office Suite; experience with fundraising, grant management software, graphic design, contact management software preferred, but not required.
- Desire to advocate for ICF grantmaking areas (environment, health, and education) in addition to human rights and support for poor, vulnerable and disenfranchised communities in Mexico and Latin America.

**Required Skills/Attributes:**
- Ability to manage complex projects simultaneously and efficiently.
- Ability to work independently and with a team (possibly from a remote-setting, subject to national, state, and local COVID19 quarantine guidelines).
- Ability to quickly prioritize tasks and respond to donor, grantee, or institutional needs within a fast-paced work environment.
- Strong professional writing and communication skills.
• High attention to detail.
• Previous experience analyzing and preparing budgets.
• Strong communications skills, including a sense of diplomacy, flexibility, and discretion.
• Ability to demonstrate a professional demeanor and lead with integrity.

Work Environment

• Non-smoking, professional office environment
• Fast-paced working with multi-level distractions

Special Conditions

• Ability to work extended hours, as needed

The International Community Foundation offers an excellent benefits package and competitive compensation. Please apply to Lety Martinez Hermosillo at lety@icfdn.org and please place Fund Manager in the subject line.

Please attach a resume and cover letter in PDF format.