



Program Director, Central America & Mexico Youth Fund (CAMY Fund), Seattle International Foundation

Full time

Start Date: Monday, January 4, 2021

Location: Remote, ideally based in Mexico or Central America

WHO WE ARE

Seattle International Foundation (SIF):

Seattle International Foundation (SIF) champions good governance and equity in Central America through support for rule of law and a robust civil society. SIF has granted more than \$24 million to 243 high impact organizations in 81 countries. In addition to its grantmaking portfolio, SIF implements key initiatives in the region, including the Central America Donors Forum, the Central American and Mexico Youth Fund, the Centroamérica Adelante leadership program, the Independent Journalism Fund and the Anti-Impunity Fund.

SIF was founded in 2008 as a supporting organization to the Seattle Foundation for the purpose of increasing and enhancing international philanthropy and development from the Pacific Northwest. In 2018, SIF refined its strategy to focus 100% of its efforts on Central America. SIF has staff based in the United States, Mexico and Central America.

Central America & Mexico Youth Fund:

Guided by a vision of a world where youth, in all their diversity, exercise fully their rights and live in just, peaceful, prosperous and joyful communities, the Central America and Mexico Youth Fund (CAMY Fund) grants financial, technical and political support to initiatives, collectives, and youth organizations based in Central America and Mexico, to strengthen youth social movements in favor of human rights. Seattle International Foundation (SIF) established the CAMY Fund in partnership with the Summit Foundation in 2014. Over the past six years, the Fund expanded rapidly its geographic scope, type of support, and established itself as a leader and the only fund of its kind in the region.

WHERE YOU FIT

Job Summary: The new CAMY Fund Director will bring youth and feminist visions to drive and shape SIF's strategy around advancing social justice in Mexico and Central America. As a key leader on SIF's team, they will have both programmatic and operational responsibilities bridging collaboration between SIF's headquarters in the U.S. and

colleagues based in Mexico and Central America. As a dynamic and confident leader, they will be responsible for managing a team of five in order to advance CAMY Fund's mission and goals around youth-led movements and sexual and reproductive health and rights (SRHR) including abortion rights, in the region. They will accomplish this through strategy design, programmatic work, impactful grantmaking, responsive grantee capacity building and effective resource mobilization. They will be responsible for all operational, internal, administrative and financial oversight of CAMY Fund. Finally, they will also have significant outward-facing responsibilities in representing CAMY Fund to diverse funders, policy makers, the media, and the public.

THE ROLE

Reports to: SIF Deputy Director

Core Responsibilities:

Program Strategy and Implementation

- Oversee strategic planning design, implementation and evaluation processes for CAMY Fund, ensuring its alignment with SIF's strategic objectives.
- Lead the ongoing analysis of regional and thematic developments and trends in youth organizing and movements with intersecting social justice agendas.
- Develop, implement and track grantmaking strategies and processes to support the CAMY Fund's mission and goals.
- Develop and oversee implementation of comprehensive and responsive grantee capacity building support.

Leadership & Management

- Develop and execute a clear and comprehensive annual work plan. Manage all CAMY Fund's financial plans.
- Manage CAMY Fund team of five located throughout Mexico and Central America. Lead performance reviews and support professional development.
- Recruit, manage, and supervise new team members and consultants as needed.
- Engage in cross-departmental and cross-program collaboration to achieve SIF's strategic objectives while complying with organizational processes.
- Work closely with leaders on SIF's team to align strategy, be an ambassador for key issues and actively participate in SIF events/initiatives.

Resource Mobilization and Communications

- Manage high-level relations with current and prospective CAMY Fund donors.
- Work with SIF Partnerships Officer and Director of Finance and Operations and CAMY Fund Administrator to conceptualize and produce written concept notes and proposals to current and prospective donors.

- Oversee all narrative and financial reports to donors.
- In partnership with SIF's Communications Coordinator, bring visibility to CAMY Fund's work by designing and overseeing its external communication strategy.

External Relationships and Collaborations

- Represent CAMY Fund and engage in donor advocacy at key philanthropic spaces around youth, SRHR and other intersecting agendas.
- Build and maintain strategic partnerships with diverse actors--governmental, philanthropic, nonprofit, media, academic and business institutions--to advance CAMY Fund's goals.
- Engage in relevant advocacy with key decision-makers in the region, as necessary.

Financial and Operational Management

- Oversee CAMY Fund financial management, including annual and quarterly budgeting.
- Oversee payroll in collaboration with CAMY Fund Administrator and ensure that it's in compliance with local labor law in all of the countries where it has staff.
- Work with SIF's Director of Finance and Operations and CAMY Fund Administrator to ensure it's fully integrated into SIF's financial bookkeeping, administrative procedures and personnel policy.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent written and oral communication skills in both Spanish and English.
- Effective cross-cultural communication and collaboration.
- Personal and professional commitment to racial, gender and social justice and a comprehensive understanding of youth and feminist organizing in Mexico and Central America.
- A sophisticated understanding of field and movement building.
- Skilled listener and team builder, exceptional capacity for managing and leading people.
- Strong organizational skills, detail oriented, and the ability to consistently meet deadlines.
- Self-motivated, with strong problem-solving abilities with high professional and ethical standards and a willingness to pitch in as needed and where needed.
- Ability to be focused and detailed, meet deadlines, juggle multiple tasks, and work as part of a team, while maintaining the big picture.
- Ability to work and lead a team remotely, with little supervision and able to meet deadlines comfortably.

Required Experience

- 5+ years of program financial planning and budgeting experience.
- 3+ years of experience in strategic grantmaking.
- 3+ years in a leadership and supervisor position.
- Project management success leading multiple projects at the same time.
- Knowledge and connections in the international funders' landscape for youth rights, women's rights and human rights.

Desirable Education: University degree or related experience in youth, women's and/ or human rights, international development, community development, gender and development, social sciences or a related field.

Equal Opportunity: As an equal opportunity employer, SIF is committed to a diverse, multicultural work environment. SIF does not discriminate in employment on the basis of age, race, creed, gender, gender-identity, religion, marital status, veteran's status, national origin, disability, or sexual orientation. Black, Indigenous and other people of color, people with disabilities, and people of diverse sexual orientations are encouraged to apply.

A Note Regarding COVID-19: SIF and the CAMY Fund are proceeding with hiring in the midst of the COVID-19 crisis. Interviews will be conducted utilizing videoconferencing. New staff will be onboarded in a virtual environment. SIF and the CAMY Fund look forward to someday returning to its offices and being able to see everyone face-to-face.

Travel: In the past, 25-40% of regional travel has been required. Travel will resume once deemed safe, according to public health guidelines and relevant policies at SIF.

How to Apply: Applicants should send – by Friday, December 4, 2020 at 5PM PST – a single Word or PDF document containing: 1) a one-page cover letter (English), 2) a one or two page resume/CV (English) and 3) two short writing samples (max. 2 pages each) that showcase your ability to write clear, concise, and compelling content with a high level of analysis and creativity for different audiences (one in Spanish and one in English).

In the body of the mail please provide:

- 3 professional references including name, organization, relationship to you, contact telephone and email. We will let you know before we reach out to them.
- Your available start date.

Mail your application--by Friday, December 4, 2020 at 5PM PST-- to jobs@seaif.org using the subject line "Name, Last name, Program Director, CAMY Fund".



Applications will be reviewed on a rolling basis. Candidates whose applications do not complete the aforementioned requirements will not be considered.