



Foundation for Ecodevelopment and Conservation – FUNDAECO

FUNDAECO is currently looking for a Grant Manager. The Grant Manager will work with the Development Director in the strategic management of the Foundation's Project Portfolio.

The Grant Manager responsibilities will include the following:

- Keep updated calendar of project reporting times.
- Review, complete and translate project reports, in collaboration with project coordinators.
- Sends finalized reports to the Development Director for final review and presentation to donors.
- Follows up on report clarifications requested from donors.
- Prepares key information to be submitted to donors.

The required qualifications are the following:

- Professional graduated from natural resources management, development or administration.
- Minimum of 3 years of experience in managing project portfolios.
- Experience and knowledge of the requirements of the different donors, including foundations, bilateral cooperation and agencies.
- Good analysis and synthesis capacities.
- Knowledge of logframe and theory of change methodologies for planning and reporting.
- Excellent writing skills
- Fully bilingual (English – Spanish).
- Experience in working with multidisciplinary teams.
- Availability to travel within the country.

Interested persons please send your CV and Letter of Interest before February 10th, 2019.