



Focus Central America is a small family foundation, located in Warren, NJ that supports community led initiatives throughout Central America through grant making and professional development opportunities. We are seeking an **Operations Coordinator** to join the Executive Director in the NJ office and work alongside a small team of Program Officers based in Central America. The ideal candidate is bi-cultural and bi-lingual with ties to the region. We are seeking a conscientious, detail-oriented, and independently motivated professional who is passionate about supporting a growing group of Central American changemakers. This position reports to the Executive Director and works closely with the Board President.

Duties include, but are not limited to:

- Manage all aspects of the backend of the grant making process including processing applications, performing due diligence, overseeing the equivalency determination process, tracking grants, processing wire transfers and documenting disbursements.
- Respond to grantee partners on questions and needs about their grants in a manner that is timely, accurate and respectful.
- Manage the grants database, including supporting the Program Officers in ensuring that all information is being entered and updated accurately and uniformly.
- Assist in developing program policies and procedures with oversight from the Executive Director.
- Provide logistical support for the annual ~200-person regional gathering.
- Work directly with Program Officers to improve internal capacity when needed.
- Share professional knowledge and support outreach to other Foundations (including our sister organizations, Focus for Health and Segal Family Foundation) and attend appropriate networking and educational events.
- Assist in organizing and overseeing training programs virtually and in-person for grantees in Central America.
- Generate board reports and support the Executive Director with board correspondence.
- Serve as a translator as needed.
- Other duties as assigned.

Education, Experience, and Skills:

- Bachelor's degree (preferred but not required) with 2-5 years of related experience.
- Written and spoken English and Spanish fluency.
- Excellent written and verbal communication and organizational skills and ability to independently manage multiple, sometimes competing priorities.
- The ability to think critically about best practices for grants management, and to problem solve as needed to enhance the Grants Team's output and productivity.
- Prior experience with financial and/or data management.
- Understanding of the current issues and opportunities facing Central America.
- Solid computer skills with Microsoft Office suite (Word, Excel, PowerPoint, and Outlook), Google Docs, database management systems and use of Internet, and willingness to learn customized software. Experience with CRMs, Salesforce and QuickBooks a plus.
- Prior knowledge or experience in philanthropy a plus.
- Ability and eagerness to travel internationally up to four times per year.
- Must love learning and discussing ideas and can self-motivate and be able to stay on task independently.

The Focus Central America Foundation is committed to creating equal employment opportunities. The position is full time, in-person in Warren, NJ with a salary range of \$50-\$60K annually. Fun work environment, team-based approach to accomplishing foundation goals. Perks include free lunch on Fridays, all day access to coffee, tea, and snacks, on-site gym, health benefits, 401K, and generous PTO package.

To Apply: Email a resume, cover letter and short writing sample to jodi@focuscentralamerica.org with the subject line Operations Coordination LAST NAME. Applications will be reviewed on a rolling basis.