



## JOB DESCRIPTION

<b>Position:</b>	Grants Manager, Belize Program
<b>Reports to:</b>	Finance Manager
<b>Location:</b>	Belize City, Belize
<b>Position Type:</b>	Full Time
<b>Internal Coordination:</b>	Country Director, Assistant Country Directors, Accountants, Technical Coordinators of projects, Office of General Counsel, other finance, and administrative teams at the WCS Central.

### **Organization Background:**

The Wildlife Conservation Society (“WCS”) is a New York not-for-profit corporation founded by statute in 1895 as the New York Zoological Society. WCS saves wildlife and wild places worldwide through research, science, conservation action, education, and inspiring people to value nature. That mission is achieved through our global conservation programs (WCS currently oversees a portfolio of more than 500 conservation projects in nearly 60 countries in Asia, Africa, Latin America, and North America, and the oceans between them) and through the management of the world’s largest system of urban wildlife parks—the Bronx Zoo; the New York Aquarium; and the Central Park, Queens, and Prospect Park Zoos (the City Zoos)

### **Program Overview:**

WCS has long been at the forefront of conservation in Belize with a history of providing technical and scientific support for over 30 years. WCS Belize Program develops and implements science-conservation and management programs that aim to conserve Belize’s marine and terrestrial ecosystems over the long term through sustainable natural resource management; improved protected area management; reduced wildlife trafficking; strengthened ridge-to-reef management approaches; and improved regional alignment. Other important components of the program include environmental monitoring and training, education, and outreach in collaboration with our many partners.

To this end, the Glover’s Reef Research Station (GRRS) at Glover’s Reef Atoll was established in 1995; the country program office was set up in Belize City in 2002; and the program became a member of the Maya Forest Corridor Trust (MFCT) and in 2022 established the WCS Conservation Outpost in the MFC Corridor.

The main marine foci include conservation activities at Glover's Reef Marine Reserve (GRMR) and the South Water Caye Marine Reserve (SWCMR), sound management of marine protected areas combined with the national expansion of replenishment zones therein, and national sustainable fisheries initiatives. A major role involves incorporating the results of our field research and monitoring into policy and informing adaptive management to be shared with stakeholders and partners nationally as well as within the region and beyond.

Under the MFC Trust, WCS commenced management of land held in trust for the benefit of the Government and People of Belize for the protection and conservation of its natural ecosystems and wildlife. A wider Maya Forest Corridor was recognized by the Government of Belize as an area of natural significance in the first National Protected Areas System Plan in 2005. The sustainable use of the natural resources in the MFC is important to ensure the viability of the protected areas system in Belize.

### **Job Summary:**

To support the Belize Program, WCS is looking for a dynamic, well-organized, detail-oriented, hard-working, and committed individual to oversee the administration of grants, donations, contracts, among others, in Belize.

This position reports to the Finance Manager and will liaise closely with country and regional technical and financial teams, as well as with technical and financial teams of our local partners, in the case of sub-agreements or sub-contracts.

Under the supervision of the Finance Manager, the Grants Manager will continuously monitor and evaluate the implementation status of designated WCS grants and contracts, acting as the focal point for the management of grants and contracts throughout the life cycle of the project, as needed. S/he will be especially responsible for the financial monitoring and evaluation of the project "*Resilient and Biodiverse Landscapes of Northern Mesoamerica*", funded by the United Kingdom's Biodiverse Landscape Fund.

### **Major Responsibilities:**

#### **Grant management:**

- Lead the review of grant and contract agreements, including amendments, in coordination with the team and WCS legal department.
- Ensure full understanding, implementation, and compliance with WCS and donor policies, procedures, guidelines, and requirements by WCS teams, including procurement and contracting processes.
- Continuously monitor, evaluate, and communicate the status of the financial execution of the grants, in accordance with the approved budget, pointing out risks and proposing mitigation actions as necessary.
- Maintain up-to-date grant and related contract data in WCS financial systems.
- Coordinate the preparation and timely completion of financial reports prior to submission to NY for signature and approval.
- Ensure the compilation, proper filing, and availability of the necessary back-up documentation or means of verification for grant expenses to support compliance with WCS and donors' requirements.

- Support grants audits in coordination with the Finance Manager and Regional Controller.
- Lead the proper preparation, review, management and monitoring of subaward agreements in accordance with all WCS and donor requirements.
- Support to ensure that implementing partners comply with the terms and conditions in their contracts.
- Support project implementation team to meet reporting timelines.
- Lead relevant procurement processes following WCS and donor policies.

**Subaward management:**

- Support in the evaluation and financial and risk monitoring of subawards.
- Carry out the necessary monitoring and follow-up to ensure proper coordination and adequate implementation by the project's implementing partners, based on the approved annual operational plans.

**Other responsibilities**

- Participate in relevant meetings and collaborate with WCS administration and finance teams, collaborating with staff from the Mesoamerican region, sharing and building on lessons learned.
- Other associated responsibilities as required to meet the mission of the organization.

**Minimum Requirements:**

The Grants Manager must have strong interpersonal skills and demonstrate the ability to coordinate, persuade and lead. S/he must have excellent oral and written communication skills and be comfortable in coordinating and/or contributing to diverse team meetings. Must be an organized, self-motivated person who uses resources effectively and efficiently, and is able to manage competing priorities. Must be analytical and detail oriented, with the ability to perform multiple tasks simultaneously, with a high level of organization and planning. Must be solution-oriented and have strong problem-solving skills. Serious work ethic, proactive and willing to work with and for the team.

- A bachelor's degree in the areas of business administration, finance, accounting, economics, or related areas is required.
- Experience in developing and/or managing legal contracts.
- A minimum of four (4) years of general experience, preferably in multinational projects or multi-country grant management.
- Experience managing large grants and proven knowledge of compliance with grant conditions and contracts.
- A minimum of two (2) years of experience in project management, with a focus on administrative and/or financial follow-up (full cycle: from proposal development to close-out).
- Fluency in English; Spanish fluency is an asset.
- Excellent computer skills, in particular MS Office (advanced MS Excel skills required) and knowledge of accounting and financial reporting software (SAP or equivalent).
- Sincere interest in environmental issues related to conservation.

**Behavioural Competencies:**

WCS values include respect, accountability, transparency, collaboration, and integrity. The candidate should demonstrate these values.

- Results-focused, able to work quickly and accurately to meet tight deadlines without compromising the quality of the results.
- Strong interpersonal skills, able to work comfortably across different cultures, be inclusive, positive, and communicate effectively.
- A motivated self-starter with an ability to work independently and to manage and prioritize multiple tasks.

WCS is an equal opportunity employer and complies with all labour laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the selection and hiring process. We are dedicated to hiring and supporting a diverse workforce. We are committed to cultivating an inclusive work environment and looking for future team members who share the same values.

The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate based on age, colour, race, disability, gender identity, national origin, religion, sexual orientation, veteran status, or any other characteristic protected by laws and regulations.

Employee's Full Names:

Employee Signature:

Date:

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