



Position Description: Grants Specialist

Location

Antigua, Guatemala or other remote location

Organizational Overview

Limitless Horizons Ixil is a non-religious, non-partisan Guatemala-based organization with legal non-governmental organization status in Guatemala and 501(c)(3) tax exempt status in the United States.

Limitless Horizons Ixil, based in the rural indigenous Maya community of Chajul, Guatemala, creates opportunities for youth, women, and families to develop the academic and professional skills they need

to effect change in their communities. Most children in our community can't afford to attend middle or high school, and if they do graduate from high school, they struggle to enter the workforce. This perpetuates the cycle of poverty and early marriage. We are on a mission to change that, and have been very successful in supporting over 225 youth (mostly girls, for whom the need is greatest) to attend middle and high school and pursue their dreams. We have been able to increase graduation rates for girls and boys and delay the childbearing age. Limitless Horizons Ixil also runs the only community library in the region, complete with children's educational programming. The library serves 50 to 100 visitors daily (mostly children and youth) and provides access to around 9,000 books.



Position Overview

The Grants Specialist will work remotely, ideally from Antigua, Guatemala (open to alternate locations), and will make their own work schedule, leading and overseeing the management of our grants program. The Grants Specialist will be the organization's chief grantwriter, storyteller, and grants strategist. They will have the opportunity to get to know a remote community off the beaten path in Guatemala, that is rich in both history and culture. They will work collaboratively with the Senior Manager of Development and Communications, Executive Director, Development Coordinator, Board of Directors, and a passionate and welcoming local Guatemalan team to fund 25-30% of our growing organizational budget through grants from institutional donors (primarily foundations and corporations). The Grants Specialist is responsible for managing the grants pipeline from the initial stages of prospect research and funder cultivation through proposal writing, grant management, reporting, and stewardship. While the major focus is on grants and related moves management, the position may also support other fundraising efforts. The Grants Specialist reports to the Senior Manager of Development and Communications.

We seek a results-oriented, motivated, flexible, collaborative, self-starting, and highly organized individual who can think strategically, manage the details, and ensure that all team members are on track with grants work. Outstanding verbal and written communication skills are essential. If you are driven by impact, teamwork, and excellence in a work environment, seek flexibility and adventure, and love to write, you will thrive in this role.



Responsibilities

- **Strategy and Management:** Plan and oversee execution of grants program. Serve as a key member of the fundraising team, ensuring we are on track to meet revenue goals this year and in the future.
- **Grant Seeking:** Manage, write, and submit complete grant application packages, including proposal budgets and other attachments, with support from Development Coordinator.
- **Grant Reporting:** Manage, write, and submit all grant reports. Collaborate with Development Coordinator to compile narrative and data, prepare financial reports, manage the review process, submit reports, and ensure that all reports are accurate, complete, and on time.
- **Moves Management and Donor Relations:** Support the Executive Director and Senior Manager of Development and Communications to manage relationships with institutional funders.
- **Prospect Research:** Oversee the Development Coordinator to conduct prospect research as needed.
- **Grant Budgets:** Coordinate with colleagues to create and report back on grant budgets.
- **Grant Evaluations:** Coordinate with colleagues around grant objectives and impact reporting.
- **Donor Database:** Use eTapestry effectively to track progress and to reach our goals.
- **Mentorship and Supervision:** Provide mentorship and support to Development Coordinator, with possibility of full supervisor role in future.
- **Learning and Improvement:** Work to continuously learn about our work, the landscape in which we work, and philanthropy.
- **Other duties as assigned:** Support with community engagement trips and other activities as needed.

Qualifications

- Required: 2+ years of experience in grantwriting
- 4+ years of experience working in, consulting for, or contracting with nonprofit organizations
- Ability to write clearly and persuasively for a variety of audiences in a variety of formats
- Basic knowledge of nonprofit finance, program evaluation, and nonprofit management
- Expert planning, organizational, and project management skills, with attention to detail
- Fluent in written and spoken English and excellent oral and written communication skills in Spanish
- Experience living in a developing country (Latin America preferred) and demonstrated cultural competency
- Willingness to travel to the developing community of Chajul, Guatemala (6 hours from Antigua by bus) several (4-8) times a year

- Ability to work productively and collaboratively as a remote team player (with 1 other team member based in Antigua)
- Excellent interpersonal skills
- Flexible, patient, diplomatic, reliable, and proactive
- Reflective and eager to learn
- Passion for international development, girls' education, and philanthropy
- Experience working in a donor database/CRM
- Candidate must be a resident of the United States or Guatemala

Work Location

The Grants Specialist will join one team member in Antigua, Guatemala, or may choose another location with reliable internet and easy access to Guatemala. They will travel frequently to the organization's main office in Chajul, Guatemala, in the Department of Quiché in the western highlands of Guatemala. They will also collaborate with our two US-based employees, who work in a small office in Santa Cruz, California. Antigua is a UNESCO World Heritage site, a small city close to the Guatemala City airport with a thriving expat community from the U.S. and a European feel. Limitless Horizons Ixil serves Chajul, which consists of an urban center (pop. 20,000) and many outlying rural villages (pop. 30,000). Having been at the heart of Guatemala's 36-year civil war, Chajul experiences post-war challenges such as land displacement and fragmented families. Within the community, 84% of families live in poverty with 27% in extreme poverty. Limited educational opportunity remains a significant impediment to progress, with only 11% of youth in Chajul graduating from middle school.



Level of Language Proficiency

English (fluent)

Spanish (advanced proficiency)

Compensation and Benefits

This position will be structured as a 1099 contract position and does not qualify for benefits. Limitless Horizons Ixil provides an hourly rate commensurate with experience and the cost of living in Antigua, Guatemala. We also reimburse for pre-approved relevant expenses.

How to Apply

Email resume, cover letter, sample grant proposal, and sample grant report to opportunities@limitlesshorizonsixil.org with "Grants Specialist - [Your Name]" in the subject line. Only candidates under consideration will be contacted. If selected for an interview, references will be requested.

Contact

opportunities@limitlesshorizonsixil.org

<https://limitlesshorizonsixil.org/>