



JOB ANNOUNCEMENT

Grants & Communications Manager

Position Summary

Comunidad Maya Pixan Ixim seeks a creative, motivated, proactive, knowledgeable, and dynamic Grants & Communications Manager with experience in contract or grants management and communications. Experience with federal grants and/or subcontracts under federal awards preferred. The candidate should work independently and in collaboration with our collective teams. The Grants & Communications Manager reports to the Co-Executive Director leading the Maya and Indigenous Human Rights Program and dedicates 70% of their time to grants management and 30% of time to external communications strategies, managing social media platforms, external newsletters, media and press inquiries, and assisting with fundraising campaigns and events. We are seeking to interview candidates with strong project management skills to maintain our portfolio of grants and contracts and outward facing communications.

Responsibilities - 70% Grants/30% Communications

70% Grants Management, Maya & Indigenous Human Rights Program

The Grants & Communications Manager is responsible for the administration of grant contracts within the Maya & Indigenous Human Rights Program. The Grants & Communications Manager's primary responsibility is to ensure compliance with funder requirements and invoicing prime contractors. The main duties of this position include the coordination and preparation of quarterly and annual data and narrative reports; data and deliverables tracking, processing and analysis; coordinating with our finance professionals and program directors to ensure timely and accurate invoicing of cost reimbursable grants; as well as assisting in coordination or program development. The Grants & Communications Manager will serve an integral role in coordination of collaborative grants supporting our family reunification efforts and critical human rights work. The Grants & Communications Manager is responsible for the completion and submission of grant proposals, as well as any post-award duties as required by each contract. Additionally, they will assist the Program Managers with reporting on program-wide grants and will provide support in the pursuit of additional funding. The Grants & Communications Manager will directly report to the Director of the Maya & Indigenous Human Rights Program and will be co-supervised by a Co-Executive Director.

- Maintain a portfolio of grants and contracts, including federal, state, and local cost reimbursable government awards and subcontracts, and foundation grants.

- Maintain and grow the Maya & Indigenous Human Rights Program grant portfolio by calendaring proposals and grants deadlines, coordinating with the Program Director and program staff.
- Follow up on grant opportunities with various funders, coordinate grant goals, activities deadlines, outcomes and impact.
- Responsible for maintaining ongoing relationships with funders including email correspondence, attending funder meetings, strategic communications, and maintaining thorough knowledge of the funder landscape.
- Prepare and/or coordinate the timely submission of grant proposals, agreements, and reports. and other documents requested by funders.
- Partner with the Director & Program Managers to set budgets and allocations ensuring compliance with grant contract budgets and invoicing requirements.
- Monitor and ensure the appropriate quarterly spend down for budgets and awards.
- Responsible for maintaining ongoing relationships with prime contractor partners including email correspondence, coordinating quarterly partner meetings, and communicating reporting and invoicing deadlines.
- Serve as liaison between CMPI's executive team and program staff to aid in the timely preparation of invoices. Support program staff with gathering the correct documentation prior to submitting documents to the for Invoicing (billing) funders.
- Creating and refining reporting templates for use by Comunidad Maya Pixan Ixim and partners.
- Maintain knowledge of all grants, contracts, and budgets to assist in compliance with finance and administrative guidelines, deadlines, and audits.

30% Communications Management, Maya & Indigenous Human Rights Program

The Grants & Communications Manager will work with Maya & International Indigenous Human Rights Program staff to manage external communications, elevate visibility of organization, staff, projects, programming, and needs of Maya and Indigenous peoples in Maya Territories, Omaha, NE, the U.S., and internationally. External communications will include content that speaks to a wide multilingual audience and offers Maya and Indigenous perspectives and experiences often ignored or erased.

- Create, develop, execute, and manage social media strategy, monitoring the most important social media Key Performance Indicators
- Write a variety of different content to support communications and marketing efforts, including social media, newsletters, website copy, brochures and press releases
- Assist program teams' communications in designing, developing and implementing a communications strategy designed to further the teams' objectives
- Design collateral and marketing materials

- Respond to media inquiries and maintain relationships with journalists and other members of the press, as well as keep track of CMPI in the news
- With the Program Director & Program Managers, perform outreach to press outlets, magazines, influencers and build strategic partnerships to grow brand notoriety
- Monitor analytics and create reports detailing the successes and failures of communications campaigns and strategies
- Other duties as assigned

Qualifications

The applicant must be willing to respect Maya cosmovisions and profoundly share Comunidad Maya Pixan Ixim's mission, goals, and vision of Indigenous sovereignty & self-determination. The applicant must share a commitment to Indigenous values, reciprocity, learning from Indigenous peoples, working collaboratively and collectively through Indigenous shared governance models and with deference and respect for Indigenous elders and leadership.

Qualifications include:

- Demonstrated ability to work cooperatively on projects with Indigenous peoples, lawyers, other staff members across organization;
- Demonstrated ability to work with diverse community organizations, stakeholders and policymakers;
- Knowledge about international Indigenous peoples rights, Indigenous migrants, and a desire to be part of the solution;
- Demonstrated commitment to serving low-income communities, Indigenous peoples and nations, migrant communities, and historically marginalized and persecuted communities of color;
- Enthusiasm for maintaining key relationships with partners and funders;
- Experience with cost reimbursable grant contract budgets and/or invoicing;
- Proven ability to meet deadlines;
- Excellent eye for detail while also maintaining the larger picture and context of the work;
- Excellent communication, analytical, and organizational skills;
- Ability to be flexible and deal with changing priorities;
- Strong leadership skills and ability to take initiative;
- Commitment to maintain the highest level of integrity for the organization;
- Two plus years experience in a communications or marketing role or relevant work experience in the nonprofit sector;
- Very strong writing, editing, critical thinking, and communications skills;
- Very strong organizational and administrative skills;
- Knowledge of email marketing software such as Constant Contact or similar program;
- Proven knowledge of communications and marketing ethics and best practices;



- Demonstrated commitment to serving Indigenous migrant communities, Indigenous and/or Native peoples and low-income communities;
- Multilingual, English and Spanish is required and Q'anjob'al or another Maya Language is preferred; and
- Alignment with CMPI's values and demonstrable commitment.

Required Skills:

- Proficiency in MS Excel and Word, G-Suite, and online databases.
- AA or Bachelor's Degree preferred, but applicants with equivalent experience will be considered.

Compensation:

We believe in just and reciprocal relationships. We seek ways to support your growth, learning, and happiness while compensating all staff fairly. We will provide a generous salary benefits package, the ability to work remotely with great flexibility, and respect and support for diverse cultural and spiritual calendars and obligations. We have a great work environment where diverse creative people are supported in bringing their authentic selves to work. We deeply value Indigenous cultural knowledge, traditional practices, languages, and ways of knowing and being. We encourage creativity, consensus-building, and collective solutions and approaches that seek to bring harmony and wellbeing for all relatives in our global family.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include "ATTN: Carolina MIHRP Communications and Grants Manager" in the subject line. Please email application materials directly to info@pixanixim.org

POSITION OPEN UNTIL FILLED

Find out more about about Comunidad Maya Pixan Ixim at www.pixanixim.org