



TERMS OF REFERENCE

Position: Project Officer ("PO")

The Belize Fund for a Sustainable Future (Belize Fund) is a private conservation trust fund established, on March 8, 2022, through the Conservation Funding Agreement under the Blue Bonds to support government and non-government partners, focused on Belize's coastal and marine resources. The Belize Fund disburses grants to non-government partners involved in conservation efforts, scientific research, climate change adaptation activities and blue businesses. It also allocates funding to the Government of Belize to implement and achieve its conservation commitments. The Belize Fund works as a partner with the Government of Belize to ensure long-term sustainable financing for a resilient and vibrant blue economy for our country and people.

To date, under the Blue Bonds Program, the Belize Fund has awarded over BZ\$12.2M in grants supporting projects aligned with its four thematic areas: Protection for Biodiversity, Sustainable Fisheries, Climate Resilience, and Blue Business Innovation, and BZ\$14.1M through its Government Strategic Allocation (GSA) to support the Government achieve the conservation commitments and other undertakings agreed to in the Conservation Funding Agreement (CFA).

As part of the implementation of the Belize Fund's Blue Bonds Program, we are seeking a qualified and experienced Project Officer to provide effective management and support to recipient organizations. The selected candidate will work closely with Recipient organizations, community stakeholders and beneficiaries to ensure effective implementation of projects under the Belize Fund.

OVERVIEW OF THE ROLE

The Project Officer will be responsible for managing projects under the Belize Fund's grants portfolio. The main focus of the role is to provide support across the existing portfolio of grants working closely with recipient organizations throughout the project cycle, as well as supporting the development and integration of new/pipeline projects. The Project Officer will liaise with Belize Fund's strategic partners and other partner organizations relevant to the Blue Bonds Program.

Key areas of responsibility include:

1. Contributing to the development of the Belize Fund's grantmaking strategy and funding windows.
2. Managing all aspects of grants under the Belize Fund's Blue Bonds Program, including screening applications, guiding proposal development, monitoring progress and reviewing reports.
3. Providing technical assistance to grantees and/or recommending helpful resources for project management.
4. Conducting organizational assessments of applicants to inform funding decisions.
5. Reviewing progress reports and conducting regular check-ins (virtual or in-person) to assess progress, identify challenges, and provide guidance to recipient organizations.
6. Establishing close partnership with grantee organizations and keeping abreast of project implementation ensuring efficient program delivery.
7. Ensuring that Belize Fund's program guidelines and requirements are met.
8. Creating and updating project templates and guidelines.
9. Supporting the updating of the Belize Fund's website and Grants Management Software including uploading project contents.
10. Review reallocation and/or reprogramming requests for Recipient Organizations.
11. Assisting with the monitoring and evaluation of grantees and funded projects.
12. Representing the Belize Fund at meetings, forums, briefings, blog posts, and public presentations, as appropriate.
13. Supporting the organization of events, e.g. annual stakeholder meeting.
14. Responding to enquiries and requests for information.
15. Any other responsibilities/functions deemed necessary in order to meet the objectives of Belize Fund.

Reporting

The Project Officer will report to the Program Manager and will work closely with other Belize Fund staff including, other Project Officers, Accounting Officer and Monitoring and Evaluation Officer.

Minimum Qualifications

All candidates for this position must provide evidence of the following skills and abilities:

- A bachelor's degree or equivalent (associate's degree and 5 years' work experience) in management or business administration with project management focus, or a related area.

- At least three (3) years of project management experience in project-related work relevant to this position.
- Excellent communication, interpersonal and facilitation skills including strong writing, oral and presentation skills.
- Familiarity with biodiversity conservation issues.
- Service-orientated, courteous, personable and able to engage effectively and sensitively with all levels of staff and external stakeholders.
- Excellent computer skills, including working knowledge of the Microsoft Office Suite
- The ability and willingness to work effectively under pressure, on multiple tasks, including being comfortable with, and flexible to, changing situations and priorities.
- Strong strategic and analytical skills and creative problem-solving ability.
- Excellent organizational skills and judgment; ability to prioritize work, manage time and multiple priorities, and meet deadlines; attention to detail and accuracy; the ability to set realistic goals and objectives.
- Demonstrated ability to handle sensitive information effectively and confidentially.
- Ability to travel, balancing time in the field with office needs.
- Fluency in English (written and oral)
- Valid Driver's license

Desired Qualifications

- Fluency in Spanish (written and oral)
- Multi-lingual and multi-cultural or cross-cultural experience appreciated.
- Experience communicating with the public and/or media both in writing and verbally.

Remuneration

Commensurate with the selected candidate's experience and suitability for the role.

Submission Requirements

Interested candidates should submit a cover letter, resume, and two references to jobs@belizefund.bz by the application by December 15th, 2025.

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