



TERMS OF REFERENCE

Position: Technical Director (“TD”)

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).

In support of the implementation of the Belize Fund’s programmatic work, we are seeking a Technical Director to provide oversight for our grantmaking programs and support implementation of our program impact strategy. The selected candidate will work closely with the Executive Director on resource mobilization programs and the program teams to achieve targeted outcomes.

OVERVIEW OF THE ROLE

The Technical Director will be responsible for direct oversight of the Fund’s programs to ensure investments achieve intended impacts and develop partnerships that further the Fund’s mission and vision. The main focus of the role is to coordinate and supervise the programmatic work, help develop new programs and to ensure efficient and effective execution of the Belize Fund’s program portfolio to achieve the desired impacts, contributing to effective ocean governance and a resilient blue economy.

RESPONSIBILITIES

Key areas of responsibility include:

1. Contribute to the development of the Belize Fund’s grantmaking strategy and funding windows.
2. Supervise and coordinate the different programs carried out by Belize Fund to ensure fulfillment of goals and expected results with excellence and in a timely manner.



3. Identify opportunities to establish new strategic partnerships aligned with the Belize Fund's program impact strategy and strategic plan, which contribute to the mission and vision of the Belize Fund.
4. Support the organization's fundraising through proposal development to strengthen Belize Fund programs and/or develop new ones.
5. Prepare, review and/or edit reports and communication material for donors, the Board, Board committees, partners and general public.
6. Oversee the efficient operation of the grants database for the different Belize Fund programs.
7. Supervise and coordinate the effective implementation of the Belize Fund Environmental and Social Safeguards Framework (ESSF) including Environmental and Social Risk Screening Tools (ESRST) and Environmental and Social Risks Management Plans (ESRMP), by the Programs team and grantees.
8. Supervise and coordinate the effective implementation of the Belize Fund Monitoring and Evaluation System to track projects and programs implementation.
9. Participate in conference calls, webinars and other virtual meetings on program matters, M&E and safeguards.
10. Represent the Belize Fund at meetings, forums, briefings, blog posts, and public presentations, as appropriate.
11. Supervise, coordinate and evaluate the program teams (2 program managers and 2 M&E officers), and any additional program staff that may come on board.
12. Implement and monitor the annual operational plans of the relevant teams and maintain constant communication and coordination with and between them.
13. Identify opportunities to develop and strengthen the capacities of the program teams.
14. Other responsibilities and tasks as required by the executive director and the Board of Directors to meet the objectives of Belize Fund.

Reporting

The Technical Director will report to the Executive Director and will directly supervise the Program Managers and Monitoring and Evaluation Officers, working closely with other Belize Fund staff including, Project Officers, Finance Officers, and Finance Manager.

Minimum Qualifications

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

- A Master's degree or equivalent (bachelor's degree and 10 years' work experience) related to natural sciences, ecology, biology, conservation and management of marine resources or similar.
- At least five (5) years of experience in a similar position or performing similar responsibilities.
- Experience in design, evaluation and monitoring of environmental and conservation projects.
- Experience in conservation and management of coastal and marine resources.



- Excellent organizational skills, attention to detail, and ability to multitask and meet deadlines.
- Administration experience, i.e.; budgeting, planning, online and/or paper records creation and management.
- Ability to represent Belize Fund with professionalism, discretion and diplomacy and to speak with credibility and authority on the Fund's strategic plan and its work.
- Demonstrated understanding of, and commitment to, Belize Fund's core values, mission and vision, and operating principles.
- Experience supervising, managing and coordinating technical staff and multidisciplinary work groups.
- Action-oriented; able to act and react as necessary, even if limited information is available.
- Demonstrated capacity to resolve internal and external challenges and identify and respond to opportunities.
- Impeccable verbal and written communication skills in English, including strong presentation skills. Capable of producing high-quality technical documents.
- Experience in grant writing.
- Team player with excellent interpersonal skills, including a good sense of humour, self-awareness, and openness to feedback.
- 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.
- Demonstrated ability to handle sensitive information effectively and confidentially.
- Ability to travel, balancing time in the field with office needs.
- Valid Driver's license

Desired Qualifications

- Fluency in Spanish (written and oral)
- 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 March 11th, 2026.

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