



POSITION DESCRIPTION

| | |
|-----------------------|--|
| POSITION TITLE | Grants Specialist |
| STATUS | Full Time |
| LOCATION | Bahamas Protected Areas Fund (BPAF) Office – Nassau, The Bahamas |
| REPORTING LINE | Director of Finance & Operations |
| DATE | February 2025 |

SUMMARY

The Bahamas Protected Areas Fund (BPAF) was established in 2014 by an Act of Parliament. The purpose of the Fund is to ensure sustainable financing into perpetuity for the management of protected areas in The Bahamas as defined under the Act. Such activities may also include scientific and policy research and education, to support climate resilience and biodiversity conservation.

Protected areas include those established by the Government of The Bahamas as well as areas established for various reasons inclusive of biodiversity conservation, the protection of carbon sinks, water resources, wetlands and blue holes, degraded or threatened ecosystems as well as those areas established to aid in climate change mitigation and adaptation under relevant multilateral environmental agreements or international conventions.

In November 2024, the Bahamas Protected Areas Fund entered into a Conservation Agreement with The Government of The Bahamas and The Nature Conservancy under the Bahamas Debt Conversion Project for Marine Conservation. One of its components is the establishment of a Marine Conservation (MC) Program within BPAF to disburse funding received from the project to enable the achievement of conservation commitments, which are fully aligned with The Bahamas' national marine and coastal conservation priorities.

This new Program will provide funding to both government and qualifying non-government actors, including non-profit organizations, civil society, academia, and research institutions. The project has two main funding programs, a General Grants Awards Program (GGAP) that will support all qualifying non-profit organizations and a Government Strategic Allocation Program (GSA) that will provide funding to government stakeholders and the Bahamas National Trust. Both aim to support the conservation commitments agreed under the Project.

BPAF is seeking a Grants Specialist, to support this objective, who is a self-starter with a proven record of success in proposal development, grant writing, project management and stakeholder outreach, to help support the Government Strategic Allocation and General Grants Awards Programs.

ESSENTIAL FUNCTIONS

The Grants Specialist will report to the Director of Finance and Operations (DFO) but will work closely with the MC Program Manager (MCPM), and Grants Review Committee (GRC), to administer the grants management functions of the Fund. The Grants Specialist will work closely with all grantees of the organization and will be responsible for tracking and monitoring financial and technical compliance, maintaining and tracking grants details, and managing grants details for the Fund in the general ledger.

The Grants Specialist will have to coordinate relevant meetings including trainings, to sensitize stakeholders and the public, to the work of BPAF and to its grants-making objectives. He/She will assist in developing proposals for possible financing by the Fund and monitor the projects to ensure that they meet all stated requirements in the grant agreements. The Grants Specialist will coordinate all reporting from grantees and prepare all reports for the Fund as required.

RESPONSIBILITIES & SCOPE

Generally, the Grants Specialist will:

1. Work in collaboration with MCPM and the GRC to design and carry out the Call for Proposals,
-

- mapping the potential applicants and coordinating the outreach activities to establish a relationship with this audience.
2. Guide possible grantees in the Grants-Making Process and assist in the design of concept notes and/or full proposals.
 3. Coordinate the implementation and delivery of grant outputs and outcomes of BPAF and funded projects.
 4. Document the work of BPAF supported interventions, providing evidence of impact and demonstrating good value for money as well as for strategically disseminating best practices and lessons learned, in a way to position BPAF as an effective financial mechanism in the country that is able to manage additional resources for conservation.
 5. Collaborate with the Director of Finance and Operations in developing programmes for dissemination of information and public education regarding the Fund's priorities for funding, raising awareness of a broad audience, nationally, regionally, and internationally, including donors, about BPAF's programme of work.

Specifically, the Grants Specialist will be responsible for:

- raising awareness about BPAF, in general, and its grant-making programme and procedures,
- supporting the launch of Call for Proposals,
- reaching out to and training potential applicants,
- establishing and maintaining electronic and hard copy files for each grant-funded project
- developing and modifying policies/procedures/systems in accordance with all relevant regulations and organizational needs and objectives
- monitoring the work of the grantees ensuring compliance with the scope and schedule described in the grant agreement,
- disbursing and tracking grant payments,
- evaluating grant performance at pre-defined intervals and at project completion.
- preparing and/or reviewing information and reports for internal and external stakeholders.
- documenting the work of BPAF supported interventions,
- developing and sharing best practices and lessons learned,
- developing communications products for BPAF and ensuring that the website is up to date with entries for the Fund's various social products,
- maintaining the grants accounting function to G/L, including making journal entries and reviewing all postings and reconciling grantee accounts monthly.
- Monthly/Quarterly reports for external and internal stakeholders as required
- Other pertinent responsibilities as may be assigned.

**MINIMUM
QUALIFICATIONS**

- Bachelor's degree and 5 years' experience in project management, accounting, natural resource management or equivalent combination of education and experience.
- Demonstrated experience with grantmaking and grants management.
- Experience in proposal writing and project management.
- Experience in working with stakeholders in public and private sector agencies, NGOs and CBOs in The Bahamas.
- Experience communicating effectively with stakeholders, the public and/or media both in writing and verbally.
- Must have valid driver's license.
- Must be able and willing to travel periodically.

**PREFERRED
KNOWLEDGE,
SKILLS &
EXPERIENCE**

- 3 years of experience working on large projects in protected areas management, climate resilience and/or coastal and marine resources management.
- Demonstrated experience with grantmaking and grants management.
- Skills in proposal writing and project management.
- Relationship building skills to work closely with a variety of partners, i.e., media, donors, government officials, NGOs, community groups, scientific researchers and educators.
- Proven ability to write professional reports, assessments, proposals, fact sheets, letters to government officials, and other professional level communications.
- Excellent English and communication skills via written, spoken and graphical means.
- Familiarity with methodologies and tools related to protected areas, natural resources' management and sustainable finance.
- Strong analytical skills
- Intermediate accounting skills, with the ability to support work-planning and annual budgeting.
- Working experience with grantmaking software, QuickBooks and Microsoft Applications.
- Computer and social media savvy.
- Knowledge of social and economic impacts and benefits of protected areas and effective community

**ORGANIZATIONAL
COMPETENCIES**

| | |
|-----------------------------|--|
| Accountability for Outcomes | Pushes for excellence. Establishes challenging goals for self to drive performance in support of the BPAF's mission. Her/his standards are aligned with the BPAF's mission/ values. Takes action to address performance problems in a timely and appropriate manner. |
| Collaboration & Teamwork | Shows a willingness to put the needs and goals of the organization before personal/local needs. Works with others across institutional boundaries. Makes decisions, sets priorities, and allocates resources to help the organization as a whole achieve results. |
| Communications | Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues; is timely with information. |
| Courage & Decisiveness | Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong. |
| Flexibility & Innovation | Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty. |
| Influences for Results | Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies. Uses success stories and passion for the mission to generate enthusiasm and support. |
| Open to Learning | Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities. |
| Organizational Awareness | Relates to the big picture & contributes to the overall strategy of the BPAF. |

This description is not designed to be a complete list of all duties and responsibilities required for this job.

Our Mission:

Ensuring a sustainable financial base for the effective management of the Bahamas National Protected Areas System and for conservation activities that protect the future and productivity of our national resources.