PLASTIC SOLUTIONS FUND

Grants Coordinator Americas for Plastic Solutions Fund (PSF)

October 2026

In partnership with:

mission talent



Overview

Plastic Solutions Fund (PSF) is a global funder collaborative tackling plastic pollution through systems change and movement building. Reporting to the Program Manager for the Americas, the Grants Coordinator will oversee and strengthen grantmaking processes across the region, ensuring a seamless experience for grantees and internal stakeholders. PSF seeks a highly organized, proactive professional with grants management and coordination experience, excellent communication skills, and the ability to improve existing systems and processes. This is an exciting opportunity to support effective, user-friendly grantmaking across the Americas.



LOCATION: Remote position based in the US, Mexico, or South America.

CLOSING DATE: 14 November 2026

STARTING DATE: ASAP

TYPE OF CONTRACT: Full-time permanent contract

SALARY:

México
Peso mexicano (MXN): $993,167
US Dollar (USD): $54,036.02

Brasil
Real Brasileiro (BRL): R$223,254.89
US Dollar (USD): $44,774.25

Colombia
Peso colombiano (COP): $137,050,005
US Dollar (USD): $42,796.61

Chile
Peso chileno (CLP): $40,964,168
US Dollar (USD): $41,930.92

REFERENCE: PSF-GCA

CLIENT WEBSITE: https://plasticsolution.org/

Mission Talent, exclusively retained by: Plastic Solutions Fund (PSF)

About Plastic Solutions Fund

The Plastic Solutions Fund (PSF) is an international funder collaborative dedicated to tackling the global crisis of plastic pollution, which impacts the health of people, communities, and ecosystems worldwide. PSF is a fiscally sponsored project of Rockefeller Philanthropy Advisors, Inc. (RPA), a 501(c)(3), which serves as the employer for this role.

PSF supports systems-change strategies across the plastics lifecycle — from extraction to disposal — with a focus on building movement power, preventing plastic production, and challenging industry influence. As a core partner of the Break Free From Plastic movement, PSF works to strengthen grassroots leadership and support transformational change globally. Over the coming years, PSF aims to broaden the diversity of civil society organizations and movements it supports while helping build collective power for lasting environmental and social impact.

PSF is committed to fostering a staff culture grounded in wellbeing, equity, inclusion, justice, and collaboration, reflecting the values and principles that underpin its mission and approach.



Mission Talent, exclusively retained by: Plastic Solutions Fund (PSF)



About the Role

Reporting to the Program Manager for the Americas, the Grants Coordinator will work with the Americas team and support grantees across the region. They will work very closely with the Program Team, other PSF teams (particularly the Operations Team), and fiscal sponsor teams.

The core objective of this position is to facilitate and ensure a user-friendly, seamless grantmaking process for grantees, program managers, and other decision-makers, while aligning with organizational values, principles, and strategic vision. The Grants Coordinator will act as a proactive coordination partner to US and LAC Program Managers, anticipating administrative and logistical needs and helping reduce avoidable process burden

The Grants Coordinator plays a vital role within the Program Team and will be primarily responsible for coordinating and streamlining the grantmaking process. This includes organizing application and reporting procedures, managing decision-making workflows, and ensuring that all templates and documents are fully integrated with PSF's organizational tools and grantmaking systems, as well as those of fiscal sponsors.

The Grants Coordinator will be joining at a moment of real organizational momentum, which means there is room to contribute, shape, and build. This role is best suited to someone who is proactive and self-directed, comfortable operating when not everything is fully defined, and energized by the opportunity to help establish new ways of working as the organization evolves.



Duties and Responsibilities

Grant Application Process & Reporting

- Maintain and regularly review the grantee application process, including the reporting template, grantmaking guidelines, and grantee guidance, in collaboration with Program Managers;
- Establish and maintain open communication with grantees, providing timely reminders and responses and ensuring clarity on reporting requirements and deadlines;
- Participate in selected grantee reporting and check-in calls, support note-taking and follow-up, and help capture significant developments, learning, wins, or challenges for Program Managers.

Grants Decision-Making Process

- Coordinate the workflow supporting grant decision-making, ensuring inputs, materials, approvals, and follow-up actions are complete and on schedule
- Support cross-functional integration across the Operations, Outreach, and Program teams to ensure a smooth grantmaking process;
- Drive the day-to-day coordination of the grant application process, including managing calendar and reminders, utilizing existing tools to finalize required documents, and keeping decision-making stakeholders informed of application status;
- Proactively track outstanding actions, anticipate upcoming needs and deadlines, follow up with relevant stakeholders without prompting, and identify potential bottlenecks early so that grants continue to move smoothly;
- Respond to inquiries from Program Managers and other stakeholders regarding the decision-making process.

Grantmaking Tools, Processes and Systems

- Provide feedback to ensure tools, processes, and systems meet the needs of the Program Team and collaborate with fiscal hosts to enhance grantmaking-related processes and systems;
- Provide inductions and support on the proper use of grant tools, processes, and systems, keeping these up to date and ensuring relevant team members have accurate information.

Strategic Collaboration and Operational Liaison

- Ensure seamless collaboration with the Grants Coordinator, supporting the other regions, coordinating and aligning processes and practices across regions;
- Serve as the primary contact with PSF fiscal sponsors to monitor and address issues related to due diligence, approved and closed grants, and processing payments;
- Contribute to internal strategic initiatives, including supporting PSF's initiative to diversify its fiscal hosting arrangements.

Processing of Approved Grants

- Transition approved grants from internal decision-making tools to FLUXX or relevant systems and track their progress, particularly through due diligence and payment;
- Proactively identify and resolve issues affecting grant processing, keeping Program Managers and other relevant stakeholders informed of status and required actions;
- Communicate with grantees to request data and resolve due diligence and payment issues.

Information Management and Storage

- Oversee the administration and storage of grant-related information and reporting, ensuring grant information is accurate, current, and easily accessible throughout the grant lifecycle;
- Ensure consistency and integration of grant information across organizational tools and systems;
- Produce reports and data analysis on the technical and administrative aspects of the grantmaking processes as requested.



Mission Talent, exclusively retained by: Plastic Solutions Fund (PSF)

Skills and Experience

The Grants Coordinator role requires detail-oriented project management skills, as well as excellent communication and interpersonal skills.

While candidates can come from a range of backgrounds, the ideal candidate exhibits many of the following attributes and experiences. However, they need not possess them all for consideration:

- 4+ years of work experience coordinating complex projects, processes, grants, or administrative workflows. Experience in the nonprofit/NGO sector, including as a grantee, is particularly valuable. Prior grants management and philanthropy experience and knowledge of environmental issues are a plus, but not required;
- Proven ability to manage projects and grants, and coordinate organizational processes, with a strong emphasis on quality and thorough follow-through;
- Excels at working independently and collaboratively with cross-functional teams and a diverse range of people;
- Exceptional written and verbal communication skills in both English and Spanish. Portuguese will be a plus;
- Highly detail-oriented, with strong time management and organizational skills, and the ability to maintain a strategic perspective and focus on the big picture;
- Proficiency in data management, spreadsheets, online systems, and information management, including Google Workspace (Gmail, Docs, Sheets, Drive), Trello, and other project or grant-making systems;
- Experience working in a remote team environment, with the flexibility to work across time zones.





How to Apply

Piqued your interest?

To apply for this role, please prepare your CV (in English) and a motivation letter (one page) that summarises how your profile aligns with the key requirements, skills and abilities of this role. Both files should be submitted in .doc(x) or .rtf format via this form: **https://mis.tl/cv.**

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please contact **Mission Talent.**

After submitting your application, you will receive an automated confirmation. If you do not receive this or have general questions about submitting your application, please write to **Mission Talent.**

PLASTIC
SOLUTIONS
FUND

In partnership with:

mission
talent

Mission Talent is a women-led, multicultural executive search firm with nearly 20 years of experience serving impact-driven organisations. Rooted in lived experience across the Global South, we bring sector expertise and a values-based approach to leadership recruitment and assessment. Our work is grounded in both global insight and local knowledge, with a commitment to lasting, transformative impact.

Contact us: **wewontbite@missiontalent.com**

