



Call for applications for the Executive Secretariat of the Latin America and Caribbean Network of Environmental Funds (RedLAC)

Background

REDLAC (www.redlac.org) is a community of environmental funds that since 1999 has strengthened the capacity of its members to be effective fund managers and leaders in innovative financial mechanisms for the conservation of natural resources and biodiversity and sustainable development.

The network comprises 32 Environmental Funds which, in addition to operating as financial intermediaries, promote strategic actions in sustainable development by protecting and conserving natural resources and the environment. The Environmental Funds align with the outcomes of the 1992 Rio Summit, a globally significant ethical and political event. REDLAC adheres to Agenda 21 as a global program highlighting the relationship between biodiversity conservation, strategies for solving global environmental problems, the sustainable use of natural resources and human development.

REDLAC serves a wide range of beneficiaries, primarily focusing on biodiversity conservation, combatting climate change, managing natural resources sustainably, and promoting sustainable rural development. Its efforts are designed to support both local communities and large-scale initiatives by providing effective and sustainable solutions to the region's most pressing environmental challenges.

Environmental Funds attract, mobilize, manage, and disburse funds, typically in the form of grants, for conservation and sustainable development programs managed by governments, civil society organizations, academic and research organizations, and Indigenous and/or community-based organizations. Environmental funds contribute to the overall 30x30 goal to prevent large-scale biodiversity loss and ecosystem collapse. This 30x30 framework calls for the effective conservation and management of at least 30% of the world's terrestrial areas, continental waters, coastal areas and oceans of the world, as well as the restoration of 30% of degraded ecosystems by 2030.

According to its Strategic Plan, by 2030, REDLAC will be the leading platform in Latin America and the Caribbean that catalyzes environmental financing by strengthening the capacities and positioning of Environmental Funds internationally. Its mission is to institutionally strengthen REDLAC and its members for greater impact, collaboration, innovation, and efficient knowledge sharing, increasing the mobilization of financial resources for conservation and for the member Funds themselves.

According to its Organizational Principles, REDLAC's structure is comprised of a General Assembly composed of the Environmental Funds that comprise it. The Assembly is responsible for electing the members of the Executive Committee, which consists of seven members and is supported by an Executive Secretariat to implement the Assembly's resolutions and transform them into annual work programs.

During REDLAC's 25 years, the Executive Secretariat has been hired by the Environmental Fund, which holds the Presidency. Since the Presidency has a maximum duration of four years, with REDLAC 's growth, the Assembly has explored ways to ensure continuity in the Secretariat. In 2024, REDLAC was legally incorporated as RedLAC Inc. in the United States of America. This organization is in the process of obtaining its tax-exempt status, which will expedite, among other things, the receipt of membership contributions from REDLAC members, which constitute the basis of the Executive Secretariat's annual budget.

Purpose of the Executive Secretariat

The Executive Secretariat is the Network's executive body, and its primary role is to assist the President in fulfilling his or her duties within the Executive Committee. It must ensure that its actions are in the collective interest of REDLAC, as well as implement the activities authorized by the Executive Committee to achieve the objectives of the RedLAC Strategic Plan 2024-2030.

Functions and responsibilities of the Executive Secretariat

The Executive Secretariat has the following responsibilities described in the REDLAC Organizational Principles:

- a) Facilitate the implementation of REDLAC's work plan and annual budget;
- b) Develop and coordinate operational mechanisms for exchange and promotion of contacts, as well as the continuous flow of information between the Environmental Funds that form REDLAC;
- a) Organize the meetings of the General Assembly along with the Presidency;
- b) Organize the annual Congress during which the Ordinary Assembly is held in conjunction with the host fund of the corresponding year;
- c) Coordinate and attend meetings of the Executive Committee;
- d) Participate in the organization and coordination of different events including, but not limited to, workshops, the Ordinary Assembly and other activities related to the process of strengthening REDLAC and its members;
- e) Execute the budget, collect and manage membership dues and any additional resources for the operation of REDLAC;
- f) Support the strengthening of Environmental Funds;
- g) Maintain and update the physical and digital archive of REDLAC;

- h) Prepare and present to the Executive Committee a report on the work carried out jointly with the Presidency; and
- i) Prepare and submit to the Treasurer a report on the budget execution of the Network's financial resources, and the results of the external audit.

With the growth of REDLAC, the Executive Secretary position will assume an active role in the implementation of projects focused on strengthening Environmental Funds, including the contracting and supervision of consulting firms, as well as support in the management and coordination of projects proposed by more than one Environmental Fund. The Executive Committee will establish clear and measurable annual goals for the position, aligned with the objectives of REDLAC's Strategic Plan.

Requirements

Candidates interested in filling the position of Executive Secretary must meet the following requirements:

- Bachelor's degree, and preferably a master's degree (or equivalent) in environmental issues or conservation finance.
- Minimum of five years of work experience in environmental issues or conservation finance.
- Minimum of three years of work experience in international project management or with multilateral agencies.
- Fluency in spoken and written Spanish and English (equivalent to Cambridge English Assessment level C1).
- Residency preferably in the Latin American and Caribbean region.

Evaluation criteria

The applicants' documentation will be evaluated according to the following criteria:

1. Experience in network coordination and public relations;
2. Knowledge of the conservation finance sector;
3. Ability to communicate both in writing and orally;
4. Ability to resolve conflicts;
5. Knowledge of the region and its cultural differences;
6. Ability to organize effectively.
7. Responsiveness.
8. Sense of ethics and accountability.

A maximum of five candidates with the highest qualifications will be invited to participate in interviews with the group selected by the Executive Committee for this purpose. The President will inform the Executive Committee of the results of the selection for ratification of the respective appointment.

Hiring information

Starting in 2026, the Mexican Fund for Nature Conservation (FMCN) will hold the Presidency of REDLAC. FMCN is supported by *friends of the Mexican Fund for the*

Conservation of Nature (fMFCN), an organization registered in the USA. While RedLAC Inc. obtains authorization for tax exemption, the person selected for the Executive Secretary position will sign a consulting contract with fMFCN. Once RedLAC Inc. obtains the respective authorization, the contract will be replaced by one between RedLAC Inc. and the person in charge of the Executive Secretariat. In the second year, the possibility of transitioning from a consultancy to a contract with long-term employment benefits will be explored. The work modality is remote, with frequent travel among countries that comprise REDLAC.

Reception and evaluation of applications

Any interested individual must send the following documents to Mireya Méndez (mireya.mendez@fmcn.org) with copy to Miranda Fernández (miranda.fernandez@fmcn.org) no later than October 31, 2025:

1. *Curriculum vitae* in English.
2. Letter in English of a maximum of three pages describing why you are the ideal person to occupy the position of Executive Secretary of REDLAC.
3. Contact information from three references.

FMCN will evaluate whether the documentation is complete and has been submitted on time based on the requirements described. It will identify the candidates who will move on to the interview stage after verifying their references. During November 2025, FMCN will notify candidates that they will be interviewed by the group of people selected by the Executive Committee. In December 2025, FMCN will notify candidates of the results of the process, and the start date will be in January 2026.

Personal data will be processed in accordance with FMCN's privacy notice, available at <https://fmcn.org/en/who-we-are/transparency>