

María Fernanda Enríquez S., Ph.D.
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Professional Profile

I am a professional administrator with more than fifteen years of experience working with international organizations and higher education institutions. I specialize in providing diverse, high-level operational support to dynamic and complex organizations. My key strengths include the capacity to balance multiple competing responsibilities, exercising initiative, and liaising between diverse stakeholders and working collaboratively across lines of difference.

Education & Training

University of Connecticut; Storrs, Connecticut

- Ph.D. in Political Science **June 2014**
- M.A. in International Studies with concentration in Latin American Studies **May 2006**

Experience with International Organizations

Future Earth and Global Sustainability Scholars – University of Colorado Boulder; Boulder, CO
December 2017 – to the present

Future Earth Administrative Officer

Global Sustainability Scholars Coordinator

- Outreach to academic organizations to encourage students to apply to the Program
- Support in the selections process of students (creation of applications, evaluation, interviews)
- Coordination of logistics and procedures involved in the registration, payment, reimbursement, housing, and travel for GSS Scholars and Future Earth participants and staff
- International & domestic conference planning: Australia 2020: 800 participants; Denver 2019: 40 participants; Arlington 2019: 40 participants; Uruguay 2018: 40 attendees; South Africa 2018: 350 attendees.
- Finance and & HR operations support to both organizations
- Platforms used at CU: Concur, Open Waters, Marketplace

Institute for Social and Environmental Transition-International; Boulder, CO **June 2012 – Nov 2017**

Grants Manager -- Organization operational budget FY 16-17 \$2 million

- Review of contracts and grants
- Supervision of all expenditures in grants and contracts to ensure spending aligns with approved budget
- Work with external auditors on ISET's annual financial audits
- Preparation of financial reports for donors
- Requests of budget amendments and/or no-cost extensions
- Preparation of subcontracts for partner organizations
- Answering requests from donors and project managers
- Liaison with local staff and staff at the overseas offices to ensure that technical reports are sent on time
- Helped to write project proposals for funding
- Account reconciliation
- Payroll processing
- Responsible of project implementation: liaising with principal investigator and technical staff to ensure production of deliverables according to grant/contract; visit the sites for monitoring and workshops; writing of technical reports for donors.

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United Nations Development Program; Quito, Ecuador **Nov. 1994-Jul. 2004, Aug. 2006-Jun. 2007**
Program Associate for the Global Environment Facility (GEF) Small Grants Program – Program Operational budget \$500,000 yearly

- Evaluated technical and financial information in proposals for funding of environmental conservation projects. Visited proposed sites, interviewed project leaders and members of communities (women and men) to assess ability to execute the project and commitment to the success of the project. Wrote reports regarding incoming proposals to be discussed with the Program's National Steering Committee.
- Managed program's budget (approximate annual budget of \$500,000). Prepared technical and financial reports quarterly and annually for the program headquarters in New York and foreign donors (primarily the Netherlands Embassy and the Swiss Counter Value Fund).
- Organized national and regional workshops for donors and various groups that have been awarded Program's funding. Requested quotations for lodging and food, visited locations for workshops, prepared and sent invitations for workshops, coordinated transportation for guests, prepared minutes of meetings.
- Organized meetings with the Program's National Steering Committee. Coordinated schedules for meetings, prepared agendas and workshop materials, and kept records of meetings.
- Wrote financial guidelines for funded projects. Trained grantees (non-governmental organizations and grassroots organizations) regarding the financial management of the projects.
- Evaluated technical and financial progress of implemented projects. Visited projects' sites for assessment of projects' progress and wrote reports.
- Performed various fundraising activities. Wrote grants on behalf of grassroots organizations in order to mobilize resources. Acted as liaison between beneficiaries and foreign donors.
- Managed the interns/volunteer program. Elaborated terms of reference, interviewed candidates, determined the appropriate placement of candidates, trained, and supervised interns and volunteer staff.
- Managed the daily administrative operations of the program. Prepared contracts for the beneficiaries of grants; processed payments for beneficiaries; processed other purchase orders.

Publications

- Venkateswaran, K., MacClune, K. and Enríquez, M.F. (2017). El Niño Costero: The 2017 Floods in Peru. Zurich Flood Resilience Alliance.
- León, Renato, María Fernanda Enríquez, Mercy Borbor, Lenin Vinueza. 2016. Informe de Política sobre las Vulnerabilidades del Sector Salud en Quito: Facilitando los Datos Técnicos para que sean Asequibles a los Tomadores de Decisiones Frente a Enfermedades Tropicales. Quito: Secretaria de Ambiente.
- Enríquez, María Fernanda, Kate Hawley, Itzel Bejarano, Roxana Abarca, Francisco Ianni. 2015. Análisis Participativo Costo-Beneficio: Guía para Trabajo en Campo. Boulder: ISET-International.
- Khan Fawad, María Fernanda Enríquez, Karen MacClune. 2015. Community-Based Disaster Risk Reduction and Adaptation Planning: Tools for Prioritizing Potential Solutions.
- Enríquez, María Fernanda "Social Movements and Framing Decisions: Ecuador's Campaign for the Rights of Nature." Unpublished dissertation, June 2014.