

## **Partners In Health Canada - Job Description**

**Position Title:** Grants Manager  
**Reports To:** National Director  
**Location:** Toronto, ON

### **Organizational Profile:**

Partners In Health is a global health organization relentlessly committed to improving the health of the poor and marginalized. PIH partners with local governments to build local capacity and works closely with impoverished communities to deliver high-quality health care, address the root causes of illness, train providers, advance research, and advocate for global policy change. In a world too willing to value one human life over another, PIH stands in solidarity with the destitute, the marginalized and the sick. We pursue a moral mission within a medical context: to provide the best health care to those who need it most. PIH currently has implementation programs in Haiti, Rwanda, Lesotho, Liberia, Malawi, Peru, Mexico, Russia, Sierra Leone and Navajo Nation.

### **The Opportunity**

Founded in 2011, Partners In Health Canada is at an exciting stage in our development and is seeking a talented and detail-oriented Grants Manager to join our team and help lead a key work stream. Reporting to the National Director, the Grants Manager will be responsible for internal tracking and management of restricted revenue to PIH Canada across individual, corporate and foundation giving. In addition to holding relationship responsibilities with select funders, the successful candidate will liaise with PIH colleagues in Boston and at field sites regarding project budgets and implementation, and will maintain internal PIH Canada grant tracking systems and record keeping. The position is full-time and is based in our Toronto office.

### **Specific Responsibilities**

- Organize and oversee PIH Canada's restricted project funding to PIH sister organizations at field sites
- Serve as prime relationship-manager for select funders in grant portfolio
- Manage calendar of reports due to funders and timing of narrative and financial reporting requirements; liaise with program and finance staff to fulfill content requirements and write and develop reports
- Maintain internal administrative oversight and compliance of PIH Canada-funded activities through agency agreements and other contractual arrangements
- Provide technical guidance and support to field sites for quality program implementation and compliance
- Engage internal stakeholders to define proposal strategies for existing funders and new opportunities
- Lead proposal writing process for select foundation and institutional grant opportunities

**Our ideal candidate:**

- Has a minimum of four years of grant management and proposal development experience in a not-for-profit context
- Has knowledge of results-based management, logical framework and work-plan processes
- Possesses excellent writing, editing and interpersonal skills
- Is an organizer by nature, with the ability to manage and prioritize multiple projects from creation to completion
- Is both a people person and a numbers person, equally at ease in front of donors or spreadsheets
- Has a strong commitment to social justice and global health
- Is available for occasional international travel
- Has French fluency

**Application Instructions:**

To apply, please send CV and cover letter to [pihcanada@pih.org](mailto:pihcanada@pih.org) with 'Grants Manager' in the subject line. Applications without a cover letter will not be considered.

We thank all applicants but regret we will be unable to respond to all submissions. No phone calls please.