

**Position Title:** Programs and Development Officer (Bilingual), One-Year Contract

**Reports To:** National Director

**Location:** Toronto, ON

**Organizational Profile:**

Partners In Health (PIH) is a global health organization relentlessly committed to improving the health of the poor and marginalized. PIH partners with local governments to build 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. Partners In Health Canada (PIHC) works in partnership with care delivery sites including in Haiti, Lesotho, Liberia, Malawi, Mexico, Peru, Rwanda, and Sierra Leone.

**The Opportunity:**

PIHC is seeking a bilingual (French-English), talented and detail-oriented Programs and Development Officer to join our growing team. Reporting to the National Director, the Programs and Development Officer will be responsible for programmatic and reporting oversight of select PIHC restricted revenue grants implemented at care delivery sites. In addition to holding relationship responsibilities with a small portfolio of Canadian funders, the successful candidate will liaise with PIH colleagues in Boston and at care delivery sites regarding project activities, coordination, and donor reporting. The position is full-time and is based in Toronto with a hybrid work-from-home/office model. Geographic flexibility may be offered for the ideal candidate. The start date for the position is flexible, although we would like to have someone in the position by mid-to-late fall. While this is a one-year contract, there may be potential for the position to evolve into a permanent role for the right candidate.

**Specific Responsibilities:**

- Manage a portfolio of PIHC's restricted grants to PIH sister organizations at care delivery sites, also acting as a lead relationship manager for select funders
- Serve as PIHC point person for a Global Affairs Canada-funded project on gender-based violence, including the preparation of narrative reports, quantitative reports and work plans, and budgets and financial reports supported by the Director of Finance and Administration.

- 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
- Collaborate with internal stakeholders on proposal strategies for existing funders and new grant opportunities
- Support proposal writing process for select foundation and institutional grant opportunities

#### **Our Ideal Candidate:**

- Has one to two years of grant management and proposal writing experience in a not-for-profit context. ***Experience managing Global Affairs Canada awards will be considered a strong asset***
- Has knowledge of results-based management, logical framework and work-plan processes
- Possesses excellent English writing, editing and analytical skills
- ***Possesses excellent spoken and strong written French skills.*** (Note: French language fluency is a requirement for this position; candidates without the ability to work comfortably in French will not be considered)
- Develops strong interpersonal relationships with colleagues in diverse settings from a position of humility and generosity
- 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 collaborating with colleagues or in front of Excel spreadsheets
- Is comfortable providing oversight of complex budgets and financial reporting, with intermediate skills for Excel-based financial analysis. Note that all shortlisted candidates will be required to pass a written Excel skills test
- Has a strong commitment to social justice and global health

#### **Compensation:**

Compensation will depend on experience within a range of \$58,000 – \$68,000. We offer a flexible and hybrid work schedule, a health and dental benefits package, professional development and learning, and the opportunity to collaborate and grow with a diverse global team deeply committed to equity and social justice. Applicants must be legally eligible to work in Canada.

### **Application Instructions:**

Please send CV and cover letter to [hrcanada@pih.org](mailto:hrcanada@pih.org) with 'Programs and Development Officer' in the subject line by September 15, 2022. Applications without a cover letter will not be considered. Applications will be reviewed on a rolling basis until the position is filled.

We thank all applicants but regret we will be unable to respond to all submissions. We request that you do not follow up on your application with a phone call or email. We will contact only those candidates selected for interviews. Thank you for your understanding.

### **Commitment to Diversity and Accessibility**

Partners In Health Canada is committed to equal opportunity and equal treatment for every prospective and current employee. We value diversity in the workplace and believe our work is stronger when it benefits from the experience and knowledge of a diverse team. People with disabilities, women, Indigenous peoples, members of racialized groups and members of other marginalized communities are encouraged to apply. Partners In Health Canada is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted in relation to a job opportunity, please notify us as soon as possible of any adaptive measures you might require. Information received relating to accommodation measures will be addressed confidentially.