

**Position Title:** Manager, Programs and Development (Maternity-Leave Replacement)

**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 talented and detail-oriented Manager, Programs and Development to join our team for a one-year maternity leave replacement position. Reporting to the National Director, the Manager, Programs and Development will be responsible for programmatic and reporting oversight of selected PIH Canada restricted revenue grants implemented at PIH sites. In addition to holding relationship responsibilities with a portfolio of Canadian funders, the successful candidate will liaise with PIH colleagues in Boston and at field 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. Approximate start date is November 16, 2022.

**Specific Responsibilities:**

- Manage a portfolio of PIH Canada's restricted grants to PIH sister organizations at care delivery sites, also acting as prime relationship manager for select funders
- Serve as PIHC lead for a multi-country Global Affairs Canada-funded sexual and reproductive health and rights project, 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

- Provide technical support to field sites for program implementation and compliance, as appropriate
- Engage internal stakeholders to define proposal strategies for existing funders and new grant opportunities
- Support proposal writing process for select foundation and institutional grant opportunities

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

- Has a minimum of four 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 strong knowledge of results-based management, logical framework and work-plan processes
- Possesses excellent English writing, editing and analytical skills
- 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 in front of donors or 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 \$68,000 – \$78,000. 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 'Manager, Programs and Development' in the subject line by September 19, 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.