

Are you our new Program Manager?

iDE Canada is looking for a skilled program manager to manage and grow a portfolio of projects, funded by partners such as Global Affairs Canada. Working for an organization that creates business solutions to poverty, you have the opportunity to support initiatives that are making a real and lasting difference for marginalized people in developing countries.

As part of a small management team in the Canadian office, and working closely with colleagues from iDE's global operations, you will ensure the delivery of project results and timely reporting. With your attention to detail and top-notch writing skills, you are a sought-after member of project teams and delight donors with informative and accessible reports. You are always on the lookout for new opportunities and able to work with a team to produce compelling and winning proposals.

You are comfortable and competent managing a range of projects – from \$20,000 innovation grants to \$10M+, multi-country initiatives.

About iDE Canada

iDE Canada (www.idecanada.org) creates income and livelihood opportunities in developing countries around the world. We invest in local entrepreneurship, building businesses with a focus on agriculture and sanitation. In agriculture, we help farmers increase their production so they can generate more income and increase their food security. In sanitation, we help businesses produce affordable and desirable products such as toilets and water filters. Consumers of these products benefit from improved health and fewer days away from work.

We are in a growth phase, with budgeted growth from \$3M in revenues in 2021 to \$5.5M in 2022. Revenues are primarily from government grants (Global Affairs Canada, the Government of Manitoba) and fundraising with individuals, family foundations and businesses. iDE Canada works closely with iDE's global organization, headquartered in Denver, CO, with 1200 staff worldwide.

If your skills and interests span this range of responsibilities, and you have a passion for iDE's social mission, let us know by sending your resumé and cover letter to hr@idecanada.org.

We will conduct interviews on a rolling basis.

Program Manager

Status: Full Time, Permanent Position

Reports To: Chief Executive Officer

Supervises: interns, part-time workers, volunteers

Relationships: Works closely with other employees, iDE HQ program staff, iDE country directors and program staff, volunteers and consultants

Position Summary

The Program Manager works closely with the Chief Executive Officer to build and manage a portfolio of operations and investments that achieve iDE's mission of creating income and livelihood opportunities for poor, rural households.

This position has primary responsibility for the implementation of iDE Canada's program strategy:

- managing investments and operations for performance and compliance with contractual obligations.
- identifying and analyzing new opportunities
- securing program funding

Essential Duties and Responsibilities

Program Management

Manage project contracts for performance and compliance:

- Coordinate with iDE technical teams to establish scopes of work
- Develop and manage internal and external sub-contracts for iDE teams, partners and consultants

- Regularly review performance and work with implementing teams¹ to ensure projects are on track to achieve deliverables
- Ensure project operations and finances are managed in accordance with iDE Canada policy and project contractual obligations, rules and procedures
- Lead on all donor communication and reporting, including scheduled donor reporting and ad hoc information requests
- Support implementing teams to identify issues and find solutions
- Prepare project reports in accordance with internal requirements and contractual obligations

Manage the Paul Polak Innovation Fund (total portfolio \$500k - \$1M):

- Work with CEO and Global counterparts to ensure all Fund documentation, timelines and forms are up-to-date
- Ensure clear and timely communication within the organization on Fund timelines, process and decisions
- Coordinate application intake
 - Screen submitted concepts for completeness and consistency with Fund priorities and guidelines
 - Work with Global counterparts to shortlist pitches for review
- Prepare review packages for Decision Committee and support external committee members to access the materials
- Participate in Decision Committee review meetings to finalize selection of winning applications
- Communicate decisions to all applicants
- Prepare funding contracts for iDE Canada support to winning innovations
- Support clear and timely ongoing communication on innovation progress and results.

¹ For projects implemented by iDE Global, “implementing teams” refers to HQ operations and technical staff as well as key country contacts, including country director and program director(s)

Business Development

Support the funding and growth of iDE Canada's impact portfolio:

- Identify and research new investment opportunities and initiatives consistent with iDE mission and strategy, and work with other iDE colleagues to make go/no-go decisions
- Lead on proposal development, including carefully reviewing the donor's key objectives and any required call elements, working with country and technical teams to develop and refine proposal concepts, writing proposals, budget development, and coordinating the completion of any other required proposal elements

Skills and Attributes

- Collaborative leadership and coordination.
- Writing skills. You can simplify complex information to craft a compelling written pitch.
- Critical thinking and analysis. You ask thoughtful questions to hone and refine ideas.
- You take initiative and identify opportunities, whether it's an opportunity to improve an internal process, an opportunity to improve project performance, an opportunity to delight a donor, or an opportunity to win new funding.
- Ability to juggle multiple deadlines
- Attention to detail
- Numeracy skills. Ability to manage budgets across multiple currencies.
- Excel skills, including proficient use of pivot tables and charts, SUMIF formulae, filters, and multi-tab workbooks
- Cross-cultural communication skills. You enjoy working with and learning from colleagues from a wide range of backgrounds.
- Patience and adaptability. You are able to adapt when working with colleagues who may have inconsistent access to high quality networks, leading to poor video and/or audio quality.
- Flexibility. You are able to schedule occasional early morning or evening calls to connect with colleagues in different time zones.

Experience

- Writing winning proposals for Global Affairs Canada and/or other Canadian donors
- Managing complex, multi-country projects
- Managing a budget of over \$1,000,000.
- Experience in international development, ideally including in the agriculture and/or sanitation sectors
- Knowledge of Canada's Feminist International Development Policy and/or experience with women's empowerment development initiatives