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| Job title         | <b>Project Manager – National Programs</b>  |
| Job location      | Action Against Hunger/Action contre la Faim - Canada  |
| Direct supervisor | Executive Director  |
| Location          | Toronto   |
| Type of position  | Action Against Hunger will consider candidates willing to take on full time at 37.5 OR part time at 22.5 hour weeks |

**Who we are**

Created in 1979, Action Against Hunger is a non-governmental organisation that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through the prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation and hygiene and advocacy.

**About the role**

Action Against Hunger Canada has recently launched a national nutrition and food security program “Generation Nutrition” with school aged youth in schools in Toronto. This project will be scaled up across Canada over the next three years. We are looking for an energetic and experienced project manager who has a well-rounded knowledge of both the national level fundraising environment and project design. The project manager will provide leadership on project fundraising and design of future strategy and scale up and current project implementation. This is a unique opportunity for a self-starter who has specific experience in fundraising (private, foundational and institutional) for projects in Canada and an interest in community based nutrition and food security programming.

The overall objective for the Project Manager will be to provide leadership on the fundraising, strategic planning and implementation of the Generation Nutrition project for Action Against Hunger in Canada.

The position will be for an initial six (6) months with the possibility for extension based on performance and ability to secure funding.

**Specific Tasks and Responsibilities:**

Under the supervision of the Executive Director of Action Against Hunger Canada, the responsibilities of the Project Manager will be:

**1. Fundraising**

- Identify and secure a portfolio of fundraising to scale up the Generation Nutrition program in Canada.
- Conduct in depth research on potential aligned donors (individual, foundations, institutional) and maintain an organized database.
- Initiate meetings and cultivate relationships with potential donors.
- Identify relevant calls for proposals and funding opportunities at the local, provincial, and national levels within Canada.
- Develop concept notes, project proposals, budgets, and presentations for donors.

- Conceptualize, plan, and implement project fundraising events together with project partners and Action Against Hunger fundraising department.

## **2. Project Management**

- Coordinate project implementation and budget expenditure.
- Establish a monitoring, evaluation and learning framework and compile monitoring data.
- Produce relevant internal and external learning documents together with project partners and direct project stakeholders and/or communications pieces.
- Ensure the consolidation of project reporting and sharing of project information with project stakeholders and Action Against Hunger management team.
- Ensure that a system of information management is established and that all documentation is organized and accessible for all project stakeholders.
- Design the scale up phase of programming together with relevant project stakeholders.
- Develop the Generation Nutrition signature program curriculum with students and educators.

## **3. Partnership Building**

- Pro-actively manage the relationship with all project partners. This will include maintaining a dialogue with the implementing partners, schools and their administrators and community members on the scheduling of all activities and the impacts and challenges of the project.
- Actively promote the project with schools and school boards to provide information and exchange experiences for future scaling of programs.
- Represent Action Against Hunger with relevant local, provincial and/or national food security and nutrition networks.
- Meet with community and education stakeholders to identify opportunities for future growth of programming.
- Ensure the maintenance of partnership agreements, and that Action Against Hunger meets the objectives of these agreements.

## **4. General**

- Attend planning sessions, team meetings and annual performance reviews as required.
- Management of interns and/or coordinator positions supporting the project.
- Pro-active exchange and collaboration with Action Against Hunger Canada team members.
- Ensure an on-going process of personal professional development and learning.
- Other duties as assigned.

### **Specific conditions**

**Staff work a five-day, 37.5 or flexible 22.5-hour work week.** This position requires movement across the Greater Toronto Area.

### **Essential Education and Experience**

- Degree in relevant discipline in a field related to education, social sciences, development or public health and/or equivalent experience gained.
- Minimum of 5 years of professional experience specifically in national (Canada) level fundraising and project management in the not-for-profit sector
- Demonstrated success at fundraising for national level not-for-profit programming in Canada.

- Demonstrated understanding of foundational and private sector fundraising environment in Canada.
- Experience building networks and partnerships across diverse groups of people and institutions/organizations.
- Demonstrated understanding and/or direct experience working on social justice issues in Canada.

***Essential Skills and Knowledge***

- Strong verbal and written communication skills, including demonstration of cultural awareness, diplomacy and tact.
- Demonstrated commitment to promoting gender equality
- Demonstrable project management skills.
- Facilitation and public presentation skills.
- Ability to work independently under tight deadlines and to multi-task.
- Positive attitude, strong analytical, interpersonal and coordination skills.
- Strong organisational and planning skills.
- Excellent knowledge of MS Office applications.

***Desirable Experience and Skills***

- Experience working with youth, Canadian schools and/or school administration and/or school boards.
- Experience in the development of elementary school level teaching curricula is an asset.
- Ability to work in French.
- Previous experience working with a humanitarian/development organization.
- Previous international and/or national level experience working in the sectors of nutrition, public health or food security or agriculture.

**HOW TO APPLY:**

Please forward your CV and cover letter to [rec@actioncontrelafaim.ca](mailto:rec@actioncontrelafaim.ca) with “National Project Manager” in the subject line by June 20<sup>th</sup>, 2017.