



## **JOB POSTING – Manager, Global Program Partnerships (Fixed Term Contract)**

<b>Organization:</b>	Right To Play International
<b>Department/Division:</b>	Global Partnerships
<b>Work Location:</b>	Toronto, Canada
<b>Work Arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department (around 2 days per week in the office)
<b>Authorized to work in:</b>	Canada (Eligible to work legally without requiring work visa sponsorship)
<b>Target Hiring Range:</b>	CAD 87,784 per annum
<b>Reports to:</b>	Director, Global Partnerships
<b>Target Start Date:</b>	As soon as possible
<b>Contract Duration:</b>	Full-time / Fixed-term contract ending on February 28, 2025
<b>Application Closing Date:</b>	April 21, 2024 23:59 EDT

### **ABOUT US:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

## ROLE SUMMARY:

The Manager, Global Program Partnerships is responsible for ensuring quality grant management, implementation and compliance for a portfolio of grants and partnerships of high strategic value. You will support grant management, relationship management and stewardship while coordinating partnership growth strategies and proposal development for a selection of donors.

Local and international travel up to 15% may be required.

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## WHAT YOU'LL DO:

### #1: Donor Compliance (35% of Time):

- Lead the overall grant management and stewardship for an identified portfolio of complex and high value grants
  - Lead multi-functional project teams to achieve successful compliance with donor agreements
  - Provide direct and indirect support to Country Office and Global Office staff in understanding compliance requirements and donor stewardship best practices
  - Support Country Office staff to achieve successful compliance with donor agreements, most notably the development and submission of high quality narrative and financial reports in a timely manner. This can include in-country support for report writing as needed
  - Provide guidance for Country Offices on project closeout processes, in-line with donor requirements
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### #2: Program Management and Coordination (40% of Time):

- Ensure the development and finalization of a number of different program management initiatives, most notably final reporting, program finance and donor agreement management, and work processes and systems efforts, including the revision and development of program management tools to improve the efficiency and effectiveness of programming
  - Support the coordination and development of program and project communication/stewardship materials
  - Coordinate oversight of project implementation and close-out in portfolio in collaboration with Program Quality and Impact and Program Finance teams
  - Based on the identification of needs, coordinate and participate in support visits to relevant countries
  - Communicate and document project successes and lessons learnt and share externally and internally
  - Coordinate Project Steering Committee meetings for projects in portfolio
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### #3: Proposal Development, Relationship Management and Stewardship (20% of Time):

- Support the development of technical proposals and concept papers, including building and managing a proposal development team, when necessary; engaging consultants; identifying and managing partners
- Represent Right To Play at external events or meetings that are deemed useful for strengthening relationships with existing funders or implementing partners
- Maintain regular, respectful communication with key donors in portfolio, creating a strong positive image of the organization and its work
- Coordinate the sharing of project successes and learnings with donors through events and communication materials
- Occasionally identify and pursue opportunities to build and strengthen partnerships and alliances that are mutually advantageous and support the strategic interests of RTP both nationally and internationally

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### #4: Perform Other Duties as Assigned (5% of Time)

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#### WHAT YOU'LL BRING (ESSENTIAL):

#### EDUCATION/TRAINING/CERTIFICATION:

- University degree in a related field (e.g. International Development, Public Policy/Administration)

#### EXPERIENCE:

- 5 years professional experience in program management, compliance and donor management in an INGO, particularly with grants and programs focused on education
- 5 years' experience in and good understanding of the grant management cycle, logical frameworks, budget monitoring and experience of working with major institutional donors, foundations and multilateral organizations
- Experience in coordinating and preparing successful proposals and reports for major donors
- Experience with working in cross-functional teams and matrix environments
- Demonstrated experience in building strong trust-based relationships with widely diverse people

#### COMPETENCIES/PERSONAL ATTRIBUTES:

- Demonstrates a high level of interpersonal and cross-cultural skills including the ability to build collaborative relationships internally and externally with sensitivity to cultural, ethnic, social and political issues
- Patient, adaptable, flexible, able to remain responsive and communicate clearly and effectively
- Highly adaptable and able to work with people from various backgrounds and cultures
- Self-motivated and able to work independently with minimal supervision
- Willingness and ability to travel



### KNOWLEDGE / TECHNICAL SKILLS:

- Solid knowledge of international development and humanitarian programming and policy
- Excellent planning, management and coordination skills, with the ability to organise a workload comprised of varying and changing tasks and responsibilities
- Excellent communication skills (written and oral), interpersonal, public relations and report writing skills.
- Good analysis, problem solving and project management skills
- Ability to maintain composure whilst dealing with competing priorities and stakeholders

### LANGUAGES:

- Fluency in spoken and written English

### BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Experience managing Global Affairs Canada programs strongly preferred

### WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Flexible work arrangements (e.g. work from home and flex hours)
- 15 days annual leaves
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

### HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/172782-manager-global-program-partnerships-fixed-term-contract/736435-application-form/en>



While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately, and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

#### **EMPLOYEE VACCINE POLICY:**

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).