



**Canadian Lutheran
World Relief**

Creating a world where people live in justice, peace and dignity

PROGRAM MANAGER - JOB POSTING

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| Job Title: | Program Manager |
| FTE: | Full Time (35 hours/week) |
| Class Type(s): | Contract & Maternity/Parental Leave Coverage |
| Duration: | 15 months (27 Feb 2023 – 17 May 2024) |
| Location: | Winnipeg, MB; Kitchener-Waterloo, ON; Greater Vancouver, BC |
| Reports to: | Director - Programs |
| Department: | Programs |

Join a team that works towards creating a world where people live in justice, peace, and dignity. Canadian Lutheran World Relief (CLWR) is a charitable not-for-profit organization that challenges the causes and responds to the consequences of human suffering and poverty.

CLWR supports hiring practices and a staff composition that benefits from a diverse staff team. Working for CLWR provides a competitive salary and comprehensive benefits package including Pension Plan and Group Insurance, a supportive work environment, and excellent learning opportunities.

It is expected that all employees agree with CLWR's Mission Statement, Code of Conduct, and can work with its mandate within a faith-based environment.

JOB SUMMARY

Under the supervision of the Director – Programs, the Program Manager is responsible for the management of a diverse portfolio of international development and humanitarian assistance projects funded by Global Affairs Canada (GAC), Canadian Foodgrains Bank (CFGF), the Humanitarian Coalition (HC), and other donors. This includes the preparation of high-quality donor narrative and financial reports, ensuring compliance with donor and partner funding agreements, finance administration, and providing technical input to partners on matters concerning results-based management and monitoring, evaluation, accountability, and learning.

The Program Manager is also responsible for collaborating with partner organizations to prepare high-quality funding proposals to the donors named above. This includes responsibility for process management and timeline control, technical input and guidance concerning project design and

alignment with donor parameters, authoring and editing proposals and project budgets, and coordinating with others in the Programs Department and Finance Department to ensure robust review prior to submission.

The ability to collaborate with partner organizations and lead the preparation of high-quality funding proposals and other project documentation for GAC and other institutional funders is a critical function of this role. The incumbent must also be able to work in highly complex environments and successfully manage valued relationships with donors, partners, and other stakeholders. It is expected that all employees are in agreement with the mission statement of CLWR and can work within its mandate.

Core Competencies: program management, proposal development, research and analytical skills, results-driven orientation, excellent communication, understanding and sensitivity to cross-cultural issues, problem management, flexibility, highly collaborative, and a willingness to learn.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS

Minimum knowledge (formal education/general knowledge) required:

- Master's degree or equivalent education and experience in a relevant field preferred
- Sound knowledge of theory, policy, and practice related to international development and humanitarian assistance
- Strong analysis and research skills
- Commitment to ongoing education and professional development

Minimum experience required:

- Experience managing complex humanitarian and development projects with budgets of \$1M or more
- Project monitoring and evaluation experience, including developing, tracking, and analyzing gender-sensitive indicators using a range of qualitative, quantitative, and participatory methodologies in collaboration with partner organizations
- Work or volunteer experience in the Global South
- Experience writing successful funding proposals for GAC or CFGF
- Working knowledge of GAC and its current development programs, policies and development tools
- Understanding of international NGOs and donors
- Experience and/or specialization in one or more of the following programming areas: gender-responsive programming, climate adaptation, humanitarian programming with displaced populations (IDPs or refugees), or food security programming
- Proficiency with results-based management methods and tools

Technical skills required:

- Excellent written and spoken communications skills in English

- Fluency in French (desirable)
- Ability to produce high quality project documents, including funding proposals and results monitoring frameworks
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Proficiency with results-based management methods and tools
- Good initiative and strong organizational and process management capabilities
- Above-average computer skills, including data analysis and Microsoft Office applications

Other skills required:

- Able to work independently and as part of a team
- Ability to speak with confidence, from knowledge base, effectively communicating technical information
- Ability to convey a high degree of commitment and passion for the mission, vision, and values of CLWR
- A high level of professionalism, integrity, respect and confidentiality is a must
- Flexibility to be available outside of regular working hours to provide support on urgent matters or to meet tight deadlines
- Must possess exceptional organizational, time management, and prioritization skills

Working Conditions:

- Must be eligible to work in Canada
- Potential travel nationally and internationally on a limited basis
- Ability to work occasional evenings or weekends as required by special events/circumstances
- Manual dexterity required to use desktop or laptop computer
- Lifting or moving up to 15lbs may be required

Qualified applicants should email a **single PDF including resume and cover letter** outlining how they meet the above criteria, indicating salary expectations to hr@clwr.org. Applications will be reviewed on a rolling basis. Please quote "Program Manager" in your subject line.

We thank all who apply but will only be contacting those who are moving forward in the application process.