

Christian Reformed Church in North America (CRCNA) - WORLD RENEW

Are you an experienced Project Manager and passionate about developing and submitting detailed funding proposals in a disaster response context? If so, this could be the role for you. World Renew, an agency of the Christian Reformed Church in North America (CRCNA), has a full time opening for a Project Manager on the International Disaster Response team, based in Burlington, Ontario, Canada. Application deadline is October 15, 2017. Please visit our website at www.worldrenew.net/careers for more information, or to apply.

POSITION DESCRIPTION

Job Title: Project Manager

Department: International Disaster Response Team (IDRT)

Reports to: Disaster Response Team Leader

Status: Full time, salaried

Salary Level: 13

Salary: \$64,361 CAD

Application deadline: October 15, 2017

PURPOSE:

This position is responsible for: 1) developing and submitting detailed proposals to institutional funding agencies with an understanding of Canada's Feminist International Assistance Policy and; 2) managing international disaster response projects. The submission of proposals and the management of assigned disaster response projects will be done in accordance with grant and project agreement requirements. It will ensure the engagement and participation of all identified and necessary stakeholders. The position will work in close collaboration with other members of the International Disaster Response Team by providing support in sudden onset emergencies and/or availing technical skills to support the development, monitoring and evaluation of other projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Grant and Project Management:

1. Pursue opportunities and secure funding for World Renew's disaster response by designing and submitting funding proposals for disaster response projects to Global Affairs Canada and other funding agencies
2. Manage the implementation and administration of multiple disaster response projects including those with large multi-year budgets in accordance with donor requirements while ensuring participation of key stakeholders
3. Ensure that proposals for submission and the implementation of projects include key components and analysis of gender and environmental principles in disaster response work with particular attention paid to Canada's Feminist International Assistance Policy
4. Manage and support the regular monitoring of grant/project implementation to track milestones, compliance, timeliness and deliverables through the analysis of periodic reports and provision of feedback to partners, including regular visits to project sites
5. Manage and maintain all contractual terms and conditions of a grant/project to ensure the integrity of the relationship with the granting institution and the successful outcome of the grant/project
6. Ensure regular and effective communication between all stakeholders (e.g. field staff and partners, World Renew Community Development staff and International Relief Managers)
7. Manage a process that ensures timely and appropriate transfer of funds for programming, and local purchases of resources or transport
8. Maintain records and data associated with the projects

Coordination and Collaboration:

1. Contribute to the strengthening of relationships with relevant government funding departments, particularly Global Affairs Canada, by attending meetings and networking events in North America (e.g. Humanitarian Response Network, Canadian Council for International Cooperation, Canadian Food Grains Bank, InterAction, ACT Alliance, Integral Alliance)
2. Monitor trends and developments in humanitarian funding and advise on appropriate strategies to respond to these emerging trends while maintaining the integrity of World Renew's programming approach
3. Support colleagues in the International Disaster Response team by collaborating on proposals for submission, supporting needs assessments, providing surge capacity in sudden-onset emergencies and participating in project evaluations

4. Liaise with the Grants Manager and the Associate Director, Grants (Delta Sub-Team) to ensure disaster response funding opportunities with US funding institutions, such as Office of Foreign Disaster Assistance/United States Agency for International Development (USAID), are pursued and relationships developed
5. Contribute and collaborate with other partner agencies in managing and coordinating projects in consortium ensuring the integrity of World Renew's commitment and the success of the overall program
6. Attend and participate in meetings of the team and contribute to a team culture of mutual support, accountability and learning
7. Participate in World Renew working group(s)

Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Project based positions, International Relief Managers (IRMs) and volunteers

QUALIFICATIONS:

1. Able to respect and support the mission, vision and values of the CRCNA
2. A Christian with a compassionate heart for the poor and suffering
3. Demonstrated commitment to promote a work environment and respectful relationships that value diversity and equality
4. Committed to working towards gender equality in all aspects of our programming, plans, policies and organizational structure
5. Proven record of writing successful technical projects responding to solicitation in a limited amount of time with Global Affairs –IHA (International Humanitarian Assistance) project proposal submission and management experience
6. Demonstrated ability to design and implement appropriate disaster response projects and secure funding for implementation
7. Demonstrated working knowledge of Project Management, Results Based Management methodology and programme design that incorporates strong gender and environmental principles
8. Demonstrated understanding and ability to submit project funding proposals under Canada's Feminist International Assistance Policy.
9. Ability to communicate effectively with funding agencies and partners
10. Working knowledge of disaster response and community development issues and processes
11. A flexible team player
12. Professional, co-operative demeanor
13. Disciplined, self-motivated work style; able to function competently and productively with little supervision
14. Demonstrated ability to adapt to changing needs and priorities
15. Demonstrated organizational skills with excellent attention to detail
16. Demonstrated ability to conceptualize, work with numbers (project data and budgets), prepare and write reports
17. Demonstrated ability to manage the pressures of international disaster response program work, including responding on short notice and tight deadlines

EDUCATION and/or EXPERIENCE:

1. A bachelor's degree in project management or other relevant related field
2. At least four years of international experience in a development or disaster response context including a minimum of three years of experience in managing projects from institutional funders and experience in an administrative role
3. Experience with agriculture or livelihoods programming in an emergency context or specialization in WASH (water, sanitation and hygiene) programming is desirable, in addition to experience with the submission of successful funding applications

LANGUAGE:

Written and oral competency in English is required. Written and oral competency in Spanish, French or other languages is an asset.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

This incumbent will travel regularly and as needed to conduct needs assessments and gather first-hand information to formulate project proposals and reports. Travel consisting of domestic and international trips of various durations is

approximately 25% time. It involves travel conditions with unreliable access to water and electricity and increased exposure to illness. The physical conditions in disaster areas and contacts with disaster survivors are physically and mentally challenging.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This incumbent will travel to and in disaster areas; this may result in additional threats to health and safety.