



Full-time, Toronto or Ottawa

## Program Officer, Business Development & Program Support

Canadian Feed The Children (CFTC) – proudly and independently Canadian since 1986 – works to unlock children’s potential through community-led action in Canada and around the world. CFTC delivers development programs through local partners that have positive, meaningful, and sustained impact on children’s lives and on the self-sufficiency of their families and communities. Currently operating in five countries (Bolivia, Ethiopia, Ghana, Uganda, and in First Nations communities in Canada), this award-winning, Imagine Canada Standards-accredited agency is at the leading edge of practice in the international development sector.

If you share our passion for bettering children’s lives, and thrive in a collaborative, values-based culture where creativity and innovation are rewarded, please consider applying for this role.

---

### Overview

Reporting to the Manager – Business Development, and serving as an integral member of the Programs team, the **Program Officer (PO)** will focus on coordinating and supporting institutional funding proposals and projects. The PO will also support other Programs team initiatives and provide general assistance to advance operational needs.

The PO will help to strategically position CFTC with institutional donors and partners by providing exceptional project management and coordination initiatives. The PO will also work to develop relationships with donor and partners, and build internal capacity and systems for new business development. The PO will have strong proposal writing and coordination skills and be able to multi-task, working within tight timelines.

### Accountabilities

The position entails supporting the design of new programming initiatives by preparing proposals, concept papers and expressions of interest for submission to potential donors. This includes the coordination of processes and project stakeholders to ensure the timely preparation of high quality proposals, concepts and plans.

#### **#1) Business Development, Collaboration and Donor Engagement (70%):**

*The PO will support new program and project development with a focus on institutional funding opportunities*

- Support the coordination and successful submission of high quality project proposals, concept papers and other planning documents for business development
- Ensure that work-back schedules for submissions are complete and that internal and external stakeholders are fully aware of processes and responsibilities with regard to each submission
- Conduct secondary research on topics and backgrounds required for relevant projects, issues and partner organizations to support business development activities
- Ensure the application of Results Based Management principles and tools in program design
- Work with the CFTC Finance Team to ensure accurate and timely budget preparation for all proposals and concepts
- Liaise with the CFTC Development team on match funds or complementary business development activities that could support institutional funding
- Identify and prioritize program development and funding opportunities with a focus on Global Affairs Canada but also including major foundations and other international donors such as the World Bank and USAID.

- Provide information, documentation and support for management to determine the viability of specific funding or program design opportunities.
- Work closely with Country Offices (CO) and partner staff to develop ownership and data for proposal development and implementation.

## **#2) Technical Advice/Support and Knowledge Management (20%):**

*The PO will foster a learning culture within CFTC projects/country programs by supporting personal learning and training to raise CFTC's profile as a credible development actor in the any of its major program areas.*

- Improve overall effectiveness and timeliness of knowledge sharing between HO, COs and implementing partners.
- Support the role out of the Monitoring, Evaluation and Learning (MEL) framework, working collaboratively with MEL staff to implement and continuously monitor systems and processes for effective program learning, donor reporting and evidence-based practice.
- Remain abreast of general trends, research and programming models in the areas of CFTC's Theory of Change with a focus on one of our areas of focus.
- Participate as appropriate in relevant networks, alliances and working groups with like-minded organizations and agencies.
- Support the organization of forums to share successes and program learnings with donors, partners and peers.

## **#3) Program Team Administration and Collaboration (10%):**

The Advisor will be a key member of the CFTC Programs Team. This will require support of and collaboration with team members in Canada and globally. Attending team and organizational meetings and supporting other teams in the HO with focus on linking communications, development and finance to our programs work.

- Attend regular programs team meetings and forums
- Contribute to overall Programs team plans and strategy development as valuable team member.
- Ensure alignment of business development activities to overall organizational vision, mission and theory of change.

**Perform all other related duties as assigned**

### **Knowledge and Experience Required**

- Bachelor's degree in international development or public policy, or equivalent experience in business development preferred
- Minimum three years' experience working with multi-year results-based international development projects and programs (some of this will be field-based)
- Proven experience researching and preparing successful large, multi-year grants and/or other institutional funding proposals
- Experience working in global development organizations. Experience in program design and implementation at field level preferred.
- Familiarity with project management tools, including logical and performance management frameworks and risk registers
- Experience using Theory of Change methodology
- Practical experience in designing and delivering partnership programs
- Strong knowledge and analysis of key development issues in the countries where CFTC operates,
- Good understanding of international development programs and project cycle management

- Excellent coordination, writing, and communications skills; ability to conceptualize and articulate funding needs persuasively to potential funders.

### **Skills and Competencies Required**

- Excellent research, writing and analytical skills in English
- Proven technical skills in program design and development
- Superior networking skills, and in building productive working relationships with team colleagues, country offices, partners and donors
- Solid understanding of monitoring and evaluation systems and processes
- Ability to manage complex projects from creation to completion, prioritize and work on multiple tasks simultaneously, and meet deadlines.
- Ability to work as part of a team and collaborate effectively with staff across department
- Ability to collaborate, consult and achieve buy-in from others without direct line management responsibility
- High energy, positive, “can-do” attitude, flexibility, teamwork, and high degree of initiative
- Commitment to Canadian Feed The Children’s values and mission

### **Other Requirements**

- Ability to travel internationally (a valid passport is required)
- Must be eligible to work in Canada
- Additional languages skills from any of CFTC’s countries of operation would be an asset

***Interested?*** Please submit your C.V. and covering letter to the Vice President, Programs, via [jobs@canadianfeedthechildren.ca](mailto:jobs@canadianfeedthechildren.ca). Please indicate **the name of the position in the subject line**. Internal candidates with the required skill-set are encouraged to apply by advising their manager and following the same process outlined above.

***Deadline for applications is Monday, December 17, 2018 at 5pm Eastern.***

*We thank all applicants for their interest however only those selected for an interview will be contacted.*

*Canadian Feed The Children is committed to creating a diverse environment and is proud to be an equal opportunity employer.*

*Canadian Feed The Children is committed to ensuring a barrier-free, accessible and inclusive work environment. We welcome and encourage applications from people with disabilities. Upon individual request, we will endeavour to remove any barrier to the hiring process to accommodate candidates with disabilities. Please inform us should accommodation be required at any point during the recruitment and selection process.*