



Where childhood thrives, war does not.

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| Position Title | Business Development Manager |
| Location | The organization is based in Toronto, Canada with work from home arrangements with occasional travel to War Child Canada's countries of operation, once permitted. The successful candidate will need to travel regularly to Toronto for staff meetings, if based outside the GTA. |
| Contract | Permanent |
| Background | War Child Canada is a registered Canadian charity based in Toronto that works with war-affected communities to help children reclaim their childhood through access to education, opportunities and justice. War Child Canada has worked in communities in conflict and post-conflict zones since 1999. All work is implemented in direct partnership with local communities, local NGOs and other stakeholders using a child-centered approach. War Child Canada also works in Afghanistan, Iraq, Uganda, DRC, Sudan and South Sudan. |
| Position summary | <p>Reporting to the Director, International Programs, this position will lead on proposal development and support business development for the International Programs department of War Child Canada.</p> <p>This position works closely with the International Programs team to ensure high quality project design and proposal coordination for institutional donors, foundations and others. The Business Development Manager will co-ordinate the design, development and submission of new project proposals including proposal writing and editing, budget development and other submission requirements. This will include coordination with War Child Canada HQ staff and country offices to ensure proposals and related materials meet donor requirements, are clear, compelling, and well-presented. The Business Development Manager serves as a vital link between the International Programs team and Development and Marketing teams to ensure quality program design and proposal development.</p> |
| Responsibilities | <ul style="list-style-type: none"> • Co-ordinate proposal development for strong and compelling funding proposals for a variety of institutional donors and foundations, including workback schedules from project design, proposal writing and submission, ensuring proposals align with both War Child and donor strategies. • Research and track institutional donor priorities including Global Affairs Canada, US Government, EU and other institutional donors. • Manage and further develop pipeline tracking and business development processes and templates. |

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| | <ul style="list-style-type: none"> • Supports country offices to strengthen and standardize business development processes including donor mapping. • Undertake desk research and ensure feedback from the program team in the areas of education, economic opportunities justice and child protection are incorporated, to ensure technically sound design. • Develops project budgets in a tailored, transparent manner for donors including co-funding requirements. • Develop supplementary materials such as infographics, presentations, and training materials. |
| Qualifications | <p>Knowledge</p> <ul style="list-style-type: none"> • In-depth and broad-based understanding of multiple sectors and approaches to international development including a wide range of institutional, corporate funders and other donors • Knowledge of and a demonstrated track record in business development, particularly grant funding to institutional donors and/or foundations • Good understanding of international development issues and related policy debates • University degree in relevant discipline (international development, communications) and/ or equivalent professional experience <p>Skills and abilities</p> <ul style="list-style-type: none"> • Excellent English writing, editing, and proofreading skills • Proficiency in French is an asset • An enthusiastic and strong team player with an ability to communicate effectively and collaborate across departments and functions within teams in Canada and internationally within War Child Canada’s program countries. • Excellent ability to research and analyze diverse information quickly and accurately in line with donor requirements and War Child Canada’s priorities, mission and approaches • A passion for mission-driven work and values aligned with those of War Child Canada • Advanced formatting skills in MS Word and Excel. Skills in other computer software and online tools would be an asset to present information in a multitude of compelling and innovative ways • Ability to multitask and work efficiently to meet often short deadlines in a multi- layered/matrix team environment • Excellent project management, budget development and contract review skills |
| Annual salary and benefits | Annual Salary and Benefits: \$70,000 - \$80,000 commensurate with experience and qualifications, plus comprehensive health, medical and travel insurance benefits, matching RRSP after one year of service, professional development fund and generous vacation. |
| Application process | <p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: jobs@warchild.ca</p> |

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| | <p>Please ensure your application email has the subject heading of 'Business Development Manager – [insert your name]'</p> <p>This is a re-posting. Previous applicants need not re-apply. Only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls. War Child Canada is an equal opportunity employer.</p> <p>War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada's Child Safeguarding Policy and Prevention of Sexual Abuse and Exploitation Policy, including appropriate reference and security checks.</p> <p>War Child Canada is committed to providing an accessible workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation at any stage of the selection process, please let us know. We will work with you to meet your needs.</p> <p>Candidates should be legally eligible to work in Canada. War Child Canada will not provide any relocation support.</p> <p>For more information about War Child Canada, please visit www.warchild.ca.</p> |
| Deadline | 27 October 2021 |