



Where childhood thrives, war does not.

Position Title	Grants Manager
Start Date	As Soon As Possible
Location	War Child Canada Headquarters, Toronto (with current work from home arrangements).
Reports to	Senior Grants Finance Manager
Background	<p>War Child Canada is a registered Canadian charity based in Toronto that works to accelerate peace and disrupt the cycle of violence by investing in and empowering local communities to build brighter futures through comprehensive, evidence-informed programs that foster resilience, self-reliance, and self-determination.</p> <p>War Child is globally recognized for our grassroots, community-driven model of humanitarian action that's rooted in collaboration and entirely locally led. Over the years, we have developed a solid track record of long-term, sustainable impact supporting children and families living in areas dominated by conflict.</p> <p>War Child Canada works with some of the most vulnerable populations around the world and are leaders in developing and implementing programs specifically targeting and protecting children, women, and refugees living in the most complex humanitarian environments in Afghanistan, Democratic Republic of Congo, South Sudan, Sudan, Uganda and Yemen.</p>
Position summary	The Grants Manager is responsible for the management and reporting of several project grants, in accordance with grant management processes and contractual requirements. The Grants Manager monitors and tracks multi-year country-level budgets and spending and provides grant administration according to donor requirements. The Grants Manager supports Country office staff with grant management, forecasting, cash management, etc.
Responsibilities	<p>RESPONSIBILITIES:</p> <p><i>Job Responsibility #1: Project budget monitoring, allocation management and reporting (60%)</i></p> <ul style="list-style-type: none"> ▪ Responsible for the monitoring, completion and timely submission of accurate financial reports for all grants in their portfolio including budget allocations, deferred and match funding revenue tracking in liaison with HQ staff. ▪ Closely monitors project budget spending and cost allocations. ▪ Manages cost-share allocations in accordance with cost-share projections and allowable expenses.

	<ul style="list-style-type: none"> ▪ Supports the development of new donor project budgets as required. ▪ Tracks existing and pipeline of all restricted funding as per the Restricted Working Paper <p>Job Responsibility #2: Country budget management (10%)</p> <ul style="list-style-type: none"> ▪ Works to maintain country-level budget forecasting including multi-year budgets, staffing, operational and program coverage. ▪ Closely monitors country budgets including monitoring projected operational costs against existing agreements and contracts. ▪ Responsible for cash flow management in countries of operations. <p>Job Responsibility #3: Project Compliance (10%)</p> <ul style="list-style-type: none"> ▪ Ensures grants and allocations are implemented in compliance with relevant donor contracts and War Child Canada policies, regulations, established standards and allowable costs, in liaison with HQ and country based staff. ▪ Monitors and tracks all contractual obligations to ensure project compliance. <p>Job Responsibility #4: Grants Administration (10%)</p> <ul style="list-style-type: none"> ▪ Responsible for contract and project administration, ensuring proper record keeping for all donor contracts, correspondence, reporting, audit reports and close-outs. ▪ Ensures the timely submission of payment requests to donors and collection of donor revenues. <p>Job Responsibility #5: Supports Continuous Improvements and Capacity Building of Staff and Partners (10%)</p> <ul style="list-style-type: none"> ▪ Mentors, supports and develops the capacities of relevant staff with restricted revenue responsibilities in War Child Canada’s countries of operation on grant management, allocation, forecasting and compliance requirements. ▪ Supports in institutionalizing new systems, processes and policies across the organization.
<p>Qualifications</p>	<p>Education</p> <ul style="list-style-type: none"> ▪ Degree in finance, accounting, business, public administration or relevant subject. <p>Experience</p> <ul style="list-style-type: none"> ▪ Minimum 3 years financial management experience of restricted donor revenue within an NGO, charitable or non-profit organization, preferably an international organisation.

	<p>Knowledge and Technical Skills</p> <ul style="list-style-type: none"> ▪ Experience of donor rules, regulations and compliance such as USAID, US Department of State, Government of Canada. ▪ Proven ability to train, support and mentor staff. ▪ Highly proficient in Microsoft products, especially Excel and Teams. ▪ Ability to analyse financial data, with excellent analytical and problem-solving skills and strong attention to detail. ▪ Strong organisational skills including the ability to simultaneously manage multiple priorities. ▪ Willingness and ability to travel internationally to War Child Canada’s countries of operation. <p>Competencies/ Personal Qualities</p> <ul style="list-style-type: none"> ▪ Excellent interpersonal skills. ▪ Diplomacy and negotiation skills. ▪ Ability to work well with a team. ▪ Adaptability and flexibility.
Compensation	Salary range: \$70,000 - \$80,000 and a package of benefits including comprehensive health insurance, RRSP match contribution after one year of service, generous vacation, remote working with work-life balance arrangements, and an employee assistance program.
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> <p>Please ensure your application email has the subject heading ‘Grants Manager – [insert your name]’</p> <p>Only those applicants selected for an interview will be notified. We regret we are unable to 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	Deadline for applications May 13, 2022

