



## Terms of Reference

### Programs and Partnerships Professionals

*Location: Ottawa, ON*

### About AKFC

Aga Khan Foundation Canada (AKFC) is an international development organization and registered charity. AKFC partners with communities, businesses, and governments to find innovative, lasting solutions to global challenges. Working in Africa and Asia, we invest in local institutions and systems that anchor progress over the long term. In Canada, AKFC mobilizes funding and expertise, and promotes awareness of global issues. AKFC is an agency of the Aga Khan Development Network, one of the world's most comprehensive development organizations. Since 1980, AKFC has helped millions of women and men to unlock their own potential to build a better life. Learn more at [akfc.ca](http://akfc.ca).

### Position Summary

AKFC is currently seeking Programs and Partnerships Professionals at different levels including Officers and Managers. Members of the Programs and Partnerships team are responsible for overseeing the grant management of a portfolio of assigned grants funded by North American donors, contributing to global program and proposal development, representing AKFC at various networking events, conferences, and meetings of technical groups, and supporting public engagement. The positions also support AKF's Global Partnerships Team. The Programs and Partnerships Professional roles will report to the Senior Managers, Programs and Partnerships.

The Programs and Partnerships Professionals will be based in Ottawa, with travel of up to 25% per year to Africa and Asia. Financial support is provided for relocation to Ottawa if necessary. The starting salary range will vary depending on the role, with Officer level positions starting between \$61,000 and \$65,000 per year and Manager level positions starting between \$79,000 and \$84,000 per year, alongside a competitive benefits package.

### Responsibilities

- Provide overall guidance, oversight, quality control and coordination for grant management across all components of an assigned grant portfolio funded by North American donors. Activities include work planning, budgeting, reporting, field missions, monitoring, evaluation, and learning, environmental compliance, gender equality, ensuring general compliance and provision of technical assistance. This will be done in collaboration with AKFC's Finance team, AKFC's Public Engagement team, other AKF country units, partner agencies, and AKF's Global Program Team.



- Coordinate proposal development in response to solicited and unsolicited funding opportunities, collaboratively with other members of the Global Partnerships Team, AKFC's Finance team, AKFC's Public Engagement team, other AKF country units, partner agencies, and AKF's Global Program Team.
- Contribute to other aspects of business development, such as (but not limited to) donor intelligence, opportunity scanning and identification, and pre-positioning.
- Provide support to AKF's Global Partnerships Team, including on managing global processes related to resource mobilization and grant management, mentoring Partnerships staff in field offices, and providing support on program design and proposal development processes.
- Develop positive working relationships with internal and external stakeholders, such as donor representatives for relevant projects, sectors and/or geographies, consultants, AKF and AKDN technical working groups, and other NGOs.
- Contribute to visibility of, and engagement with, AKFC's work in international development in North America and abroad. This may include fostering partnerships, cooperation, and coordination with other organizations in Canada and overseas; representing AKFC at relevant provincial, national, and international forums and conferences; contributing to the development of project communications materials; and identifying opportunities to engage Canadian audiences in development, particularly related to women's empowerment.

## Qualifications & Experience

- Master's degree in a relevant discipline, such as international development.
- Officers require a minimum of three (3) years of experience while Managers would require a minimum of five (5) years of experience in a program management, grant management, and/or business development role, preferably including at least one (1) year for Officers, and two (2) years for Managers in a position based in a developing country.
- Proven experience in business and proposal development for major institutional donors, such as (but not limited to) Global Affairs Canada (GAC), USAID, other US Government entities, United Nations agencies, the World Bank, and large US charitable foundations. This is a requirement for Manager applicants and is an asset for Officers.
- Experience working on grant management or program management on international development projects funded by institutional donors, including experience meeting donor criteria in reporting, work planning, and monitoring and evaluation.
- Experience working on projects funded by GAC and other institutional donors is a requirement for Manager level positions while experience working with institutional donors is an important asset for Officer level positions.



- Knowledge of, and experience with, results-based management, preferably for GAC programming.
- Knowledge of key concepts in gender equality and women’s empowerment and experience with integrating and implementing these concepts in programs.
- Excellent written and oral communication skills in English. Candidates who can also work in French are strongly preferred.
- Demonstrated capacity to respect and safeguard vulnerable populations.
- Ability to travel up to 25% of time per year, including to Africa and Asia.

## Essential Skills and Attributes

- Dynamic, collaborative, and able to work in challenging contexts with patience, perseverance, and flexibility.
- Capacity to work independently, take initiative, set priorities, and manage a variety of activities simultaneously.
- Enthusiastic about learning from others and sharing knowledge.
- Demonstrated intercultural competence and ability to adapt professional skills to fit local conditions and constraints.
- Superb analytical, organizational, negotiation and problem-solving skills. Proven interpersonal and communication skills in diverse and cross-cultural settings.

## Apply

Qualified applicants should submit a cover letter and resume via email to [akfc.hr@akdn.org](mailto:akfc.hr@akdn.org) indicating “Programs and Partnerships Professionals” in the subject line. In the cover letter please be certain to explain whether you would like your candidacy to be considered for the Officer or the Manager level role. Applications will be reviewed on an ongoing basis. Short-listed candidates will be invited for an interview and asked to complete a written assignment.

Deadline for submissions: **September 8<sup>th</sup>, 2024**

*Only shortlisted candidates will be contacted. Applications will be reviewed on an ongoing basis. Please note that applicants must be eligible to work in Canada and should confirm their eligibility in the cover letter.*



*AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all employees to review and abide by the [AKFC Gender Equality Policy](#).*

*AKFC recognizes the importance of [safeguarding](#) and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates and the organization as a whole are kept safe from harm.*

*AKFC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*