

JOB POSTING

Position:	Portfolio Manager, Inclusive Learning in Crisis Settings
Site:	Hybrid: MaRS Discovery Tower + Work from Home
Department:	Grand Challenges Canada
Reports to:	Senior Manager & Portfolio Lead, Child Development
Responsible for:	Program Associate
Status:	Full-time, Permanent
Salary:	\$98,866/year + benefits

[Grand Challenges Canada](#) (GCC) is dedicated to supporting Bold Ideas with Big Impact®. Funded by the Government of Canada and other partners, GCC funds innovators in low- and middle-income countries and Canada. The bold ideas we support integrate science and technology, social and business innovation – we call this Integrated Innovation®. We have a determined focus on results, and on saving and improving lives. GCC works closely with a global network of partners to bring successful innovation to scale, catalyzing sustainability and impact.

As one of the largest impact-first funders in Canada, GCC has funded over 1,300 innovations championed by innovators in more than 106 countries. These innovations have already improved 10 million lives, and are expected to save up to 1.78 million lives and improve up to 64 million lives by 2030.

THE CHILD DEVELOPMENT PORTFOLIO

The Child Development Portfolio consists of *Saving Brains* and the new *Inclusive Learning in Crisis settings* portfolios. Investments under *Inclusive Learning in Crisis Settings* include innovative service delivery and digital solutions to support early child development and education in Kenya, Uganda, Lebanon, and Jordan. We provide grant funding and concessionary capital along with technical advisory services, to support innovators through seed and transition to scale funding. The **PORTFOLIO MANAGER** will play a lead role in the launch of the new Inclusive Learning in Crisis Settings portfolio and in stewarding a portfolio of scalable and sustainable innovations.

The **PORTFOLIO MANAGER** develops, shapes and manages a dynamic portfolio of early child development in emergencies and education in emergencies (ECDiE and EiE). Deploying strong thematic expertise, business acumen, and investment knowledge, the Portfolio Manager has the following responsibilities:

Fund innovative deals aligned with portfolio strategy:

- Source and secure sufficient and quality pipeline innovations from external and internal sources in line with GCC and portfolio priorities
- Launch RFPs for targeted innovations and manage the intake and review process
- Evaluate new grant opportunities, including facilitating scientific peer review and conducting operational, financial and programmatic due diligence and risk analysis
- Prepare investment memorandums and present potential investments to GCC's Investment Committee
- Oversee negotiations and their translation into grant agreements
- Monitor portfolio budget and spend to meet annual targets

For this position, and for the majority of Portfolio Managers, more than half of one's time is allocated to this objective

Refine and adjust the portfolio's investment strategy:

- As part of the Child Development management team, work with the Senior Manager and Saving Brains Portfolio Manager to:
 - Provide strategic oversight of the portfolio and support the development of annual priorities, targets & budgets
 - Recommend areas for investment focus based on population needs, health impact, and GCC's catalytic value add in the ecosystem
 - Present semi-annual portfolio reviews and raise portfolio strategy, partnership, (re-)investment, and budget considerations for consultation
 - Lead and contribute to the analysis of portfolio progress, results, and lessons on a continual basis

Manage an active portfolio of GCC investments that achieve impact:

- Manage a portfolio of investments including review and approval of progress reports, financial reports, and results reports; process contract and budget amendments; and manage milestone delays or other concerns as they emerge (act as primary deal lead and/or oversee work done by others on the portfolio)
- Engage with innovators on a regular basis (i.e. relationship management) to support needs in meeting program milestones, including facilitating partnerships or venture advisory as required
- Manage technical support for innovators through the Child Development Learning Platform

Contribute collaborative leadership to advance a high-performing, resilient team:

- Supervise and manage an Associate level staff member directly
- Coach junior staff to engage with innovators and partners, exercise judgement in supporting deals, and contribute to project and portfolio progress
- Provide targeted support to priority GCC initiatives, other teams, and/or coverage during staff absences
- Model effective work behaviours that support personal and team wellness, and are aligned with GCC's commitment to Inclusion, Diversity, Equity and Accessibility

Represent GCC and the portfolio with external audiences to achieve the objectives above:

- Foster and/or manage partnerships with a range of stakeholders - such as foundations, development organizations, government officials, researchers, impact investors, and social entrepreneurs - to develop quality pipeline, define and collaborate on strategic focus areas, and enable innovators to succeed
- Act as an ambassador for GCC, representing GCC's strategic interests and serving as a thought leader in humanitarian innovation through external collaborations, presentations to partners, participation in local and international conferences, and communications with innovators, external thought leaders, and Canadian government representatives
- Contribute to donor and partner reporting as well as fundraising efforts, as required

Knowledge & Skills

- Demonstrated commitment to, experience in, and knowledge of relevant domains in Education in Emergency Settings and/or Early Child Development in Emergency Settings
- Preference will be given to applicants with demonstrated experience in education focused investments in the Middle East
- Demonstrated engagement with key stakeholders and networks in the global education and/or ECD space
- Excellent analytic, strategic thinking and project management skills to oversee a large portfolio

- Self-directed with an entrepreneurial approach to source, fund, and support innovators
- Highly developed verbal, written and presentation communications skills
- Ability to take initiative and effectively manage competing priorities and deadlines
- Demonstrated effective people management skills and commitment to teamwork
- Commitment to GCC's strategy of shifting power to those closest to the challenge
- Working knowledge of French or Arabic is an asset

Qualifications

- A minimum of 8-10 years of work experience with 3-5 years relevant experience managing large programs, investments, and/or staff, preferably including work with early-stage investments and/or social enterprises in low and middle income countries
- Experience working and/or living in low resource contexts a significant asset
- Advanced degree in a relevant discipline (e.g. impact investing, education in emergencies, psychology, global health, international development) – or commensurate work experience

People from historically excluded communities with lived experiences in relevant thematic areas are encouraged to apply. People with lived experience and/or work experience in the communities or countries we are supporting are especially encouraged to apply.

Don't meet every requirement? Studies have shown that women, people of color, people from LGBTQ2S+ and disabilities communities are less likely to apply to jobs when they do not meet every qualification. At Grand Challenges Canada, we are dedicated to building a diverse, inclusive, authentic, and accountable workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply, as you may be the ideal candidate we are looking for.

Location and Work Requirements:

- We are currently working in a hybrid model with time in office and working from home. With rare, approved exceptions, GCC staff are to live in or near the Greater Toronto Area (GTA) and available to travel to, and work from the Toronto main office, as business operational needs require. Any expenses related to travel and or relocating to Toronto are the sole responsibility of the employee and will not be reimbursed by GCC.
- Some international travel may be required.
- Applicants must be eligible to work in Canada.

Permanent Full-Time Benefits

- Health and Dental provided by Sunlife Canada effective on start date.
- Enrollment in the Healthcare of Ontario (HOOPP) Defined-Benefit Pension Plan
- Four (4) weeks of paid vacation
- Four (4) day work week (with Friday as a flex/off day), excluding weeks with Statutory holiday (program reviewed annually)
- Access to Employee Assistance Program (EAP), and UHN added value benefits such as fitness, spas and wellbeing, hotels and travel services, and retail discounts.

Term

- Start date: As soon as possible
- Status: Permanent full-time

Application process

- Please submit your resume and cover letter [here](#)

POSTED DATE: October 29th, 2024

CLOSING DATE: November 22nd, 2024