
Position: Knowledge Management & Translation (KMT) Manager
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home
Department: Grand Challenges Canada
Reports to: Director, Knowledge Management & Translation
Status: Full-time, Temporary (1-year parental leave cover)
Salary: \$95,500 + % in lieu of 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 1,400 innovations championed by innovators in more than 102 countries. These innovations have already improved more than 21 million lives and saved more than 62,000 lives. GCC is seeking a Knowledge Management & Translation Manager to support with reporting, data management, strategic learning, and impact measurement for Global Health Innovation (GHI), with a specific focus on the [Being Mental Health Initiative](#). The Knowledge Management & Translation Manager plays an important role in overseeing data management processes; communicating monitoring and evaluation requirements to external stakeholders, innovators, and partners; developing reports and knowledge products for donors and stakeholders; and contributing to strategic learning. Reporting to the Director, Knowledge Management & Translation, the role works in close collaboration with the Being Team, the Global Health Innovation Team, and the Knowledge Management & Translation Team, other teams across the organization, as well as innovators and external partners. The Knowledge Management & Translation Manager oversees the work of three direct reports, who support the key responsibilities listed below.

The Knowledge Management & Translation Manager is a “doer” equipped with a deep enthusiasm for both Excel and creative writing, a keen eye for details and patterns, and strong project management skills. They enjoy working collaboratively with different disciplinary and cross-cultural teams to achieve common objectives. The Knowledge Management & Translation Manager also enjoys the challenge of developing and strengthening new data management and monitoring and evaluation systems, as well as analyzing and communicating results in digestible formats to a range of audiences.

Key Responsibilities

- **Leadership on Data Management**
 - Support and guide the design, enhancement, and streamlining of the data architecture in Fluxx, GCC’s grant management system
 - Mobilize and lead the KMT team in cleaning complex data sets in Fluxx, as well as problem-solving to resolve any discrepancies and irregularities
 - Understand where data is located and stored across Fluxx, SharePoint, and GCC’s server, and be able to quickly and efficiently use and analyze the data to respond stakeholder information requests

- Ensure that routine data management practices are executed according to quarterly timelines to ensure that is accurate and up-to-date for reporting purposes
- Oversee data entry processes for Fluxx, and in doing so, also support the KMT team to maintain resources and provide trainings as needed to the Being Team and the wider Programs team to ensure that data entry processes are standardized
- **Impact Measurement for the Being Initiative and Global Health Innovation**
 - Provide guidance and oversight on the Being Initiative's impact measurement approach for external partners, staff, and innovators
 - Collaborate with the KMT Team and the Being Team to develop processes and procedures for supporting innovators with monitoring and evaluation
 - Work with the KMT Team and the Being Team to integrate and adapt impact measurement approaches into portfolio management processes, as well as KMT processes and systems
 - Support the adaptation of results-based management tools, frameworks, and processes amongst GCC staff and innovators across Global Health Innovation and the Being Initiative
 - Support both the Being Initiative and Global Health Innovation teams by reviewing expected and actual results that have been submitted by innovators that require critical review and validation (i.e. due to data gaps, complexities with the results, or when an innovation is being considered for further investment)
- **Strategic Learning & Knowledge Translation for the Being Initiative**
 - Lead and oversee annual learning activities for the Being Initiative's Learning Agenda, including conducting data collection activities, interpreting and presenting results, and coordinating with partners
 - Share learnings from the Being Initiative's impact measurement approach, as well as the Being Learning Agenda with donors and other partners
 - Support the Being Initiative Team with donor reporting
 - Engage and consult with experts, partners, and stakeholder groups as needed
 - Lead the development of knowledge products by analyzing quantitative and qualitative data, interpreting results, and preparing reports and presentations to disseminate results (i.e. reports to donors, the Board of Directors, organizational leadership, etc.)
 - Support the dissemination of knowledge products through the Grand Challenges network and amongst stakeholders in global mental health, including participation in the annual Grand Challenges meeting, the Being Initiative's annual Learning and Evaluation meeting, affiliated working groups in global health and innovation, etc.

About You:

- You have relevant education and/or 5-7 years of work-related experience, preferably in monitoring, evaluation and learning, or research, with a focus in global health
- You have a demonstrated interest in and knowledge of global mental health
- You are passionate about monitoring and evaluation, enjoy using Excel as a core part of your daily work, and have strong problem-solving skills.
- You are knowledgeable about results-based management tools and Theory of Change development.
- You work well independently, and also enjoy collaborative work.

- You have excellent verbal and written communication skills.
- Have experience supervising and guiding direct reports.
- Note: Bilingualism in English/French is considered as an asset for this role

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.

Temporary Full-Time Benefits

- A percentage (%) in lieu of benefits
- 20 days of vacation (10.5 days covered by 4% in lieu of vacation and 9.5 topped up by GCC to equalize with permanent full-time staff)
- Four (4) day work week (with Friday as a flex/off day), excluding weeks with statutory holiday (program reviewed annually)

Term

- Start date: early August (1-year parental leave cover)
- Status: Full time, Temporary

Application process

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