

Manager, Program Development :

Full-time Maternity Contract position (18 months)

Position: full-time, maternity leave replacement (18-month contract)

Location: Remote or hybrid, with in-person attendance as required. Head office is based in Toronto.

Salary Range: \$63,126 - \$75,186

Application Deadline: December 2nd, 2024 at 11:59pm EST

About JGIC:

Founded in 1977, the Jane Goodall Institute (JGI) is a global, community-centred conservation organization that advances the vision and work of Dr. Jane Goodall in over 30 countries. It aims to understand wildlife and their habitats, and to empower people to be compassionate citizens dedicated to conservation.

The Jane Goodall Institute of Canada furthers this work here in Canada by mobilizing local and national movements around the convergence of three crises: climate change, biodiversity loss, and environmental inequity, while engaging youth, communities, corporations and governments. In Africa, we support community-centred conservation programs in the Republic of Congo, the Democratic Republic of Congo, Uganda, Tanzania, and Senegal. To learn more about our work, visit www.janegoodall.ca

The position:

Reporting to the Director, Programs, and working closely with the Programs and Development and Communications team members, the Manager, Program Development will play a crucial role in supporting the growth and diversification of JGI Canada's revenue streams for both Africa Programs and Canada Programs.

The Manager, Program Development will be responsible for developing, reviewing, and leading the strategy for maximizing and renewing income from trusts, foundations, and other grant-making bodies, while providing key support to growing the institutional funding portfolio. The Manager, Program Development will explore opportunities to leverage resources from donors and partners for current and future programs. The Manager, Program Development will be the lead in writing and submitting funding proposals and maintaining a robust pipeline of upcoming funding opportunities, with a focus on restricted funding to support JGIC's Canada and Africa Programs. The role will also be responsible for reporting and managing communications with donors, as assigned.

Key Responsibilities:

Development and research

- Identifying and developing opportunities to generate and/or increase income from trusts, foundations, corporations and other grant-making bodies, in addition to providing key support to the Programs team in growing the institutional funding portfolio in Canada Programs and Africa Programs
- Support the development of new initiatives based on programmatic strategies and JGIC's area of focus, while ensuring fundability
- Developing, implementing, and managing the donor engagement, donor acknowledgements/publicity, and stewardship plan for trust and foundations to maintain positive donor relations

- Developing, reviewing, and leading the strategy for renewing and identifying new income from trusts, foundations, institutional donors, and other grant making bodies and executing a rolling program of applications.
- Support and guide Youth Advisory Council (YAC) members through grant-seeking activities

Writing

- Drafting, submitting, and managing the progress of all funding applications for priority programs and working with colleagues across departments to develop strong cases for support within required deadlines.
- Working in collaboration with JGIC staff to produce reports and manage communications with identified donors based on the terms and conditions of grant agreements.
- Preparing documents, presentations, and materials as required

Coordination

- Developing and maintaining relationships with strategic partners, particularly existing and prospect donors, in coordination with other Programs staff
- Developing and maintaining trust, foundation, and grant records on Salesforce
- Create and maintain an organizational pipeline for all restricted revenue streams on Salesforce (dashboard of KPIs tracking progress from prospecting to final decisions on submitted proposals)
- Monitoring the status of funded programs, in coordination with Programs staff
- Coordinate with Development team members to streamline cross-departmental fundraising activities and donor stewardship

Job Requirements/Qualifications:

- **Experience:** At least 3 years experience developing proposals, expressions of interests or concept notes for funding, with a track record of success in multiple fundraising streams (i.e foundations, institutional donors, corporate donors, etc.). Experience in managerial roles is an asset.
- **Skills:** Exceptional writing and editing skills, strong organizational and time management abilities, ability to consolidate and adapt information for different audiences and develop and maintain relationships with diverse stakeholders. French language skills a strong asset.
- **Knowledge:** Familiarity with the fundraising landscape in Canada for domestic and international environmental programming. Knowledge of Salesforce and management tools is an asset.
- **Self-Motivation:** Ability to work both independently with minimal supervision and in close collaboration with colleagues from different departments and backgrounds.
- **Attributes:** Passion for JGI Canada's mission, with a commitment to achieving results and driving positive change. Ability to work independently and as part of a team in a dynamic environment
- **Flexibility:** Willing to travel to Toronto as needed, plus travel across events and donor visits including occasionally on weekends/evenings. Flexibility to adapt work calendar as needed to meet time-sensitive deadlines. If located outside of Eastern Timezone, ability to adapt schedule (as needed) to match colleagues.

Compensation and Benefits:

- Salary range of \$63,126 - \$75,186 based on skills and experience
- Comprehensive benefits package
- Flexible working arrangements, including working either in office or remotely (with occasional visits to Toronto office)
- Three weeks vacation + end-of-year office closure

- Professional development opportunities

How to apply:

If you'd like to join us to turn hope into action, please send in a cover letter and resume, in English or French, to info@janegoodall.ca, with "Manager, Program Development" in the subject line.

JGI Canada is committed to the principle of equal employment opportunity and does not discriminate on the basis of race, national or ethnic background, religion, age, gender identity, sexual orientation, family status or disability. We encourage candidates from underserved groups to apply. If you face barriers related to your intersectional identities and would like to inquire about individualized application support, please contact us at info@janegoodall.ca.

The deadline to submit your application is **December 2nd, 2024 at 11:59pm EST**. We thank all applicants for their interest, however, only those selected for an interview will be contacted.