



Job Title:	Senior Project Coordinator - Grants Management		
Reporting To:	Director of Strategic Partnerships	Years of Experience	Minimum 5 years
Location:	Toronto (Hybrid)	Travel Required	Up to 20%
Terms	Full-time continuing with 6-month probation		

About Raising The Village

We are Raising The Village (RTV) – an international development organization and a registered charity – on a mission to end ultra-poverty in Sub-Saharan Africa. Raising The Village is a fast-growing organization on an accelerated growth path. We have 200+ national staff in Uganda and a team of 10 in North America working together to lift communities out of ultra-poverty in last-mile villages. We operate at the intersection of direct implementation and advanced data analytics to inform progress, decision-making, and impact.

To date, we have supported more than 965,000 people through our innovative holistic approach and are on track to expand to reach one million people annually in the region by 2027.

We have achieved this tremendous growth with the support of our incredible partners from all around the globe who believe in our model and impact. Find out more about our programs and impact at www.raisingthevillage.org.

Role Description

The Senior Project Coordinator will be responsible for supporting our Partnerships and Programs teams on project management, coordination, and reporting for both restricted and unrestricted grants across governmental, philanthropic, and CSR partners. You will work closely with the Programs, Finance, Planning Evaluation and Learning, and Communications teams to ensure compliance with grant terms, manage information flow, and report on impact. You are someone who is exceptional at analyzing program data (outputs and outcomes) on the one hand, and on the other, is able to paint a picture with that data to write complex funder reports and proposals. You are an excellent writer, love Logic Models, and Performance Measurement Frameworks, and are comfortable with coordinating projects in a multi-stakeholder, fast-paced environment with the highest attention to detail. You are curious and believe in the importance of knowledge creation and mobilization to advance our growth.

Key Responsibilities

Grant Compliance and Reporting

- Manage and coordinate philanthropic, government, and institutional grant reporting throughout the lifecycle of the grant in collaboration with the relevant stakeholders, with the understanding that these activities inform, and support programmatic and operational process refinements.

- Serve as the liaison between Implementation, PEAL (our Planning, Evaluation & Learning team), Finance, Partnerships, Knowledge Management, and Leadership teams, to organize all data and information required for reporting.
- Responsible for researching, writing, compiling, and managing the timeline of grants, including maintenance and oversight of workflow processes and procedures to ensure accurate and efficient collection and timely submission.
- Compile programmatic and operational reports, work plans, time sheets, data, and other relevant documentation required for grant reports and contracts.
- Monitor compliance with grant conditions and ensure implementation is in accordance with commitments to funders.
- Support project management including tracking performance on key outcome and output indicators, and support performance improvement plans with the implementation team.
- Advise and support the leadership team and staff concerning grant startup and grant management issues and provide ongoing knowledge translation related to the grant and reporting compliance.
- Lead in researching, compiling, and recording information on potential partnership opportunities, including pipeline research, management of proposal timelines, and the execution of the partnership's growth strategy.
- Develop grant proposals for government, multilateral, other restricted and unrestricted funding opportunities as assigned.
- Work collaboratively with the teams in a cross-functional setting to develop relevant communications materials in support of grant writing, reporting, and funder relations.
- Respond to all funder queries and requests, and support preparations for funder visits to partner communities

Knowledge Mobilization and Process Development

- Engage with staff to acquire and document knowledge to inform grant writing and reporting, and mobilize the learnings to inform processes, systems and practices to ensure organizational readiness.
- Build staff and organizational capacity, and provide ongoing support to staff to manage and report on complex grants.
- Assure appropriate due diligence procedures are in place and utilized.
- Continually improve grants management process, and update systems and manuals.

Other Duties

- Monitor and coordinate with multiple departments to ensure that administrative policies and budgeting of programming aligns with donor requirements
- Any other duties as assigned within the scope of this role.

Required Skills and Expertise

- Bachelor's degree in International Development, Project Management, Communications, or other related disciplines.
- Five (5) years of previous experience in international development/nonprofit organizations for complex and data-informed programs.
- Understanding of funding agencies' interests, needs, and trends.



- Strong understanding of programs, Logic Model, Performance Measurement Frameworks, Results Based Management, and Monitoring & Evaluation processes and high proficiency in data analysis.
- A minimum of three years funding and/or project management experience, including demonstrated experience with restricted funding.
- Works well under pressure, with the ability and confidence needed to meet tight deadlines in a fast-paced environment while managing multiple projects
- Proficiency in Microsoft Office (Word, Excel, PowerPoint). Superior Excel skills are required. Experience with CRM systems, with a preference for Salesforce. Excellent working knowledge of GSuite and MS Office suite, including proven experience in maintaining complex spreadsheets and using databases.
- Strong writer, with the ability to produce clear, concise and tailored reports and progress documents for multiple audiences.
- Excellent attention to detail
- Ability to work independently and as part of a collaborative team.
- Strong research and financial analysis skills.
- Excellent communication and interpersonal skills, both written and verbal, including demonstrable experience in writing and speaking clearly, concisely, and with attention to detail for multiple audiences.

Compensation & Growth

Hiring Range: \$80,000 - \$90,000 commensurate with experience

In addition to a starting salary commensurate with your experience, you'll receive a compensation package that includes health benefits, optional Group RRSP (Canada)/401k Retirement Plan(US), and 4-weeks vacation in line with our policies.

RTV is fast growing with opportunities for people who want to grow with the organization. We value people who are committed to our mission, align with our values, and are dedicated to their own personal and professional growth.

To Apply

If you think you are the right person for this role, please send us a cover letter and resume (in one pdf file) to: careersTO@raisingthevillage.org

Applications will be considered on a rolling basis until the position is filled. Currently all interviews are being carried out virtually. **Please note that there will be a written assessment included as part of the recruitment process.**

Raising The Village is an equal opportunity employer committed to diversity and inclusion.

For any accommodations through the process, please get in touch with us at the same email as mentioned above.