



Terms of Reference

Grants Officer

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 promote inclusive development. Working in Africa and Asia, the Foundation invests 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 unlock their own potential to build a better life.

Position Summary

As part of an ambitious suite of activities to engage Canadians in international development, steward existing stakeholders, and reach new audiences, AKFC deploys a range of strategies and tools for public engagement. The **Grants Officer** leads the oversight of institutional grants which finance AKFC's ambitious and longstanding public engagement programming in Canada.

The Grants Officer is involved in all facets of the programming lifecycle: from proposal through to program development, work planning, budgeting, reporting, and project management and oversight. Working closely with colleagues within the Programs, Finance, and Public Engagement and Resource Mobilization departments, as well as staff across the organization in Canada and globally, this role upholds AKFC's commitment to transparent, accountable, and effective program delivery.

The position is anchored in the Public Engagement and Resource Mobilization department, reporting to the Manager, Education and Youth Engagement. The role is based in Ottawa and some in-office work is required, determined in consultation with supervisors and AKFC's flexible work policy. Support is provided for relocation if necessary. The anticipated salary range is between \$62,000 and \$67,000, alongside a competitive benefits package.

Responsibilities

- Project management of AKFC's portfolio of public engagement activities, to ensure programming is aligned with objectives and targets, delivered on



schedule and budget, and coordinated with AKFC's broader activities in Canada and globally.

- Provide overall guidance, oversight, quality control, and coordination for grant management across all components of an assigned portfolio of grants that fund AKFC's public engagement work in Canada. Activities include:
 - work planning and budgeting
 - reporting, monitoring, evaluation, and learning
 - integrating environmental and gender equality considerations
 - ensuring general compliance
- Oversee and maintain an internal public engagement dashboard to track progress and analyze AKFC's portfolio of public engagement grants and activities, and empower colleagues to update and use this tool. Use this analysis and learning to inform program iteration and improvement.
- Maintain internal policies and approaches to govern public engagement grant activities.
- Champion best practices in results-based management within the PERM department, and empower colleagues to deploy this approach.
- Attend and contribute to events, meetings, and other forums in Canada related to AKFC's public engagement objectives.
- 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.
- Lead or contribute to proposal and planning processes to secure funding from Global Affairs Canada (GAC) and other funding sources for public engagement activities.

Qualifications & Experience

- Bachelor's degree in a relevant discipline, such as international development. A master's degree is considered an asset.
- Minimum of three years of experience in program management and/or grant management, preferably including experience in a position related to the charitable or international development sectors.
- Proven experience in business and proposal development for major institutional donors, such as (but not limited to) GAC.



- 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 is strongly preferred.
- Knowledge of, and experience with, results-based management, preferably for GAC programming.
- 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.

Skills & Attributes

- Highly organized with close attention to detail.
- Capacity to work independently, take initiative, set priorities, and manage a variety of activities simultaneously.
- Dynamic, collaborative, and able to work in shifting contexts with patience, perseverance, and flexibility.
- Superb analytical, negotiation and problem-solving skills. Proven interpersonal and communication skills in diverse and cross-cultural settings.
- Knowledge of key concepts and best practices in strategic program design, particularly related to outreach to Canadians, considered an asset.
- Ability to travel within North America.

Apply

Qualified applicants should submit a cover letter, resume, and relevant writing sample (such as a report) via email to akfc.hr@akdn.org indicating “Grants Officer” in the subject line. 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: November 26, 2023

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.

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.



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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.