

Manager, Programs and Business Development

Location:

Greater Toronto Area – Virtual

Department:

Programs & Business Development (P-BD)

Hours of Work:

Full-time, permanent traditional business hours with flexibility

Reports To:

Sr. Director, Programs & Business Development

Date Posted:

March 18, 2025

How to Apply:

Interested candidates are asked to send their resume and cover letter to careers@opportunityinternational.ca by April 4, 2025. Please include the job title in the subject line.

About Opportunity International Canada (OIC)

Opportunity International Canada (OIC) is an international, non-profit organization with a mission to eradicate global poverty through financial inclusion, entrepreneurship training, and support. As a Christian faith-based organization, OIC is motivated to serve people living in poverty across the world, regardless of religion, race, ethnicity, or gender. OIC is one of five partners of a global network, including members across Canada, the U.S., Australia, the UK, and Germany. Opportunity reaches marginalized families through 100+ implementing partners in 33 developing countries.

OIC's Programs & Business Development (P-BD) department oversees and coordinates multiple projects through program, partner, and project management, and relationship and capacity building to achieve the organization's strategic goals. The team develops grants, reports, and fundraising resources for technical and non-technical donor prospects and audiences in alignment with the strategic program plan, the organization's established mission and vision, and the UN Sustainable Development Goals (SDGs).

Position Summary

Reporting to the Sr. Director, P-BD, the Manager, Programs and Business Development is accountable for oversight and management of a portfolio of OIC's international programs. This includes all aspects of program management, the development of fundraising and stewardship resources and content, and striving to reach technical and institutional fundraising goals. The role may also include training and updating OIC staff around programs, tracking OIC impact, and planning donor experience activities, including insight trips, as directed by the Sr. Director. Responsibilities can span a wide variety of activities as needed to support OIC's lean program unit through its current season of transition and growth.

Primary Responsibilities

Business Development & Philanthropy Support

Grants, Concept Notes, and Proposals:

- Lead/contribute to program design and the generation of concept notes and full proposals.
- Manage relationships with specific government and institutional donors such as Global Affairs Canada (GAC) and Grand Challenges Canada (GCC) for both current and future projects.
- Source leads for new business to contribute to the pipeline of business development opportunities from government and institutional donors through all stages – lead, opportunity, concept development, proposal, awarding.
- Generate compelling and inspiring custom and boilerplate proposals, concept notes, and letters of interest for existing and prospective funders in collaboration with the Marketing team.

Impact and Progress Reporting:

- Track disbursements and reporting requirements for all projects funded by private and institutional donors.
- Follow up with appropriate project partners and stakeholders for updates, metrics, and content required for impact tracking and progress reporting.
- Generate compelling and inspiring standard and custom reports that express gratitude and demonstrate progress and impact in collaboration with the Marketing team to retain funding from private supporters.
- Contribute to or generate semi-annual reporting for government and institutional donors.

Inspiring Content:

- Collaborate with Marketing Communications on content for the OIC website, social media, educational and informational materials, and campaigns.

Program Management

Monitoring & Evaluation:

- Monitor and evaluate program progress, adjusting to address challenges as necessary.
- Evaluate financial aspects of projects in collaboration with OIC's CFO.
- Conduct regular video meetings and occasional visits to the field.

Research & Thought Leadership:

- Understand underlying dynamics and effects of poverty in Implementing Partner countries and populations.

- Connect with OI Global thought leaders regarding financial inclusion and sustainable livelihoods.
- Stay informed of current international development best practices around microfinance.
- Contribute to or become a thought leader promoting OIC's capacity through blogs, LinkedIn posts, and participation in webinars and conferences.
- Stay informed of current country, local, and international events and travel advisories.

Administrative Duties:

- Collaborate with Sr. Director to develop and manage the department's annual budget and forecast.
- Develop semi-annual project portfolio reports.
- Develop pacing reports for the Leadership Team and Board.
- Support insight trips and international visitors with in-country logistics.
- Maintain relevant Raiser's Edge Database activities.

Job Specifications

Education:

- Degree or commensurate experience in Business Administration, International Business, International Development, or any other relevant field. Master's degree or additional qualifications preferred.

Experience:

- Minimum of 3-5+ years of program management experience demonstrating the capacity to collaborate with international partners, design programs, write concepts and proposals, manage budgets, and ensure project execution and implementation on time and within budget.
- Ideally, experience implementing \$100k-\$10m+ international development programs, particularly those funded by GAC or other institutional donors.
- Minimum of 3-5+ years of experience in procurement and management of technical donors and grants, demonstrating a successful track record of technical donor fundraising and relationship management skills.
- Strong knowledge or expertise in a specific technical area such as Gender Equality, Human Rights, Environment and Climate Adaptation (e.g., Climate Smart Agriculture), Results-Based Management, or Knowledge Management is a strong asset.
- International experience is an asset. Lived experience in developing countries is beneficial.

Knowledge, Skills, and Abilities

Knowledge:

- Understanding of current international development innovative interventions.
- Business and financial principles, international program management, and monitoring and evaluation reporting.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint), Zoom, and Teams.
- Fluency in English required. Fluency in French and/or Spanish is an asset.

Skills and Abilities:

- **Strategic Thinking** - Formulates objectives, priorities, and plans. Capitalizes on opportunities and manages risks.
- **Effective Communication** – Strong oral, written, and visual communication skills.
- **Creativity and Innovation** – Develops new insights and innovations.
- **Problem-Solving** – Identifies and analyzes problems, evaluates alternatives, and makes recommendations.
- **Conflict Management** – Anticipates and prevents counterproductive communications and resolves conflicts constructively.
- **Developing Others** – Provides ongoing feedback and learning opportunities.

Working Conditions:

- Must be willing and able to work remotely with little direction.
- Work effectively in a cross-functional, diverse, and busy team environment with limited supervision.
- Work flexible hours, including occasional evenings and weekends.
- Travel nationally and internationally up to 10% of the year.
- Meet all national and international travel requirements.

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.