

JOB POSTING

Position: Program Associate, Global Mental Health
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home
Department: Grand Challenges Canada
Reports to: Portfolio Manager, Global Mental Health
Status: Full-time, Permanent
Salary: \$70,200/year + 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 1,300 innovations championed by innovators in more than 106 countries. These innovations have already improved 10 million lives, and are expected to save up to 1.78 million lives and improve up to 64 million lives by 2030.

GLOBAL HEALTH INNOVATION

The Global Health Innovation (GHI) area of impact is the first and largest at GCC. GHI's current investments focus on mental health, maternal and newborn health, early childhood development, sanitation, access to comprehensive sexual and reproductive health and rights including safe abortion, and include portfolios of innovative service delivery, digital solutions and medical products. We provide grant and concessionary risk capital, along with technical advisory, to support innovators through seed and transition to scale funding.

GCC's global mental health program, Being, funds research and innovation to understand and address the mental health and wellbeing needs of young people aged 10 to 24 in low- and middle-income settings, with a special focus on urban and peri-urban areas.

The **ASSOCIATE** ensures the implementation of efficient, high-quality investment management processes across the complete investment life cycle, working closely with GCC innovators and cross-functional teams.

Key Responsibilities

- ◆ **Support the relevant Manager(s) to fund innovative deals aligned with portfolio strategy, by:**
 - Transition to Scale (TTS)
 - Conduct in-depth pipeline research, sourcing high-potential innovations, planning application intake, orchestrating review processes for new potential investments, and maintaining relationships with external partners
 - Conduct key aspects of programmatic and financial due diligence and risk analysis to evaluate new investment opportunities, support the preparation of investment memorandum, and support the presentation of potential investments to GCC's Investment Committee

SEED

- Lead the coordination of application intake, review and results communication process for new Requests for Proposals; provide support for RFP development and launch (including an outreach strategy to maximize reach)
- Contribute to decision-making on innovations to pursue for transition to scale funding

ALL

- Lead negotiation processes for new funding agreements, ensuring appropriate project and institutional due diligence (e.g., financial, legal, IP, and risk mitigation) is complete
- **Support the management of one or more active portfolios of GCC investments that achieve impact:**
 - Act as primary and/or secondary deal lead on allocated deals
 - Review innovator progress against programmatic milestones, approve innovator progress, results and financial reports, recommend appropriate venture advisory support
 - Evaluate innovator requests for grant amendments and make recommendations
 - Monitor and close-out existing grants and contracts
 - Mitigate concerns, flag risk events, and raise issues with the Portfolio Manager and/or Management, as necessary
- **Contribute to adjustments in portfolio strategy:**
 - Support knowledge management and translation of portfolio data by managing project data, conducting analysis of portfolio-level progress, results and lessons learned, coordinating the update of key information in the grants management system
 - Contributing to the internal portfolio review presentations, portfolio funder reports, and the portfolio strategy
- **Contribute collaborative leadership to advance a high-performing, resilient team:**
 - Support onboarding and training of junior staff to contribute to project and portfolio progress
 - Recommend tasks for delegation to Program Analyst(s) on the portfolio
 - Provide feedback and support to Program Analyst(s) on the portfolio
 - Support and/or lead process improvement projects within GHI and cross-departmentally
- **Support the relevant Manager(s) to represent GCC and the portfolio with external audiences:**
 - Engage with key internal and external stakeholders, overseeing grantees and other external stakeholders' participation, to promote learning opportunities and contribute to GCC's strategic interests
 - Support the communications team in promoting the innovations and portfolio to an external audience
- Provide other relevant programmatic and organizational support, as needed

Qualifications

- A minimum of 2-4 years related grant administration and/or program management experience
- Demonstrated interest in and knowledge of relevant domains (e.g., global health, international development, social finance/impact investing – please indicate in your application areas of expertise)

- Demonstrated analytical, organizational and prioritization skills
- Excellent verbal and written communications skills
- Undergraduate degree in a relevant discipline (e.g. health sciences, global health, international development, etc.) – or commensurate work experience
- Experience working and/or living in low resource contexts a significant asset
- Working knowledge of French a significant asset

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. However, as a condition of employment, all GCC staff are required to be available to travel to, and work from the Toronto main office, as business and 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 will be required.
- Applicants must be eligible to work in Canada
- People with lived experiences in relevant thematic areas are encouraged to apply.

Term

- Start date: October 1, 2023
- Status: Permanent Full time

Application process

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

POSTED DATE: 31 August 2023

CLOSING DATE: 21 September 2023