



Grand Challenges Canada®
Grands Défis Canada

BOLD IDEAS WITH BIG IMPACT®



Position: Program Associate, Humanitarian Innovation Program
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home
Department: Grand Challenges Canada
Reports to: Investment Manager, Humanitarian Innovation
Status: Full-time, Temporary
Salary: \$ 72,675/year + 10% in lieu of benefits

[Grand Challenges Canada](#) (GCC) is dedicated to the vision of a world where innovation helps every person thrive. Our role in this vision is to support local, scalable, sustainable innovation that builds a healthier, more equitable future. We are committed to our core values of seeking impact, promoting equity, and being good partners – as well as to being accountable and caring for our work and each other.

One of the largest impact-first investors in the world, Grand Challenges Canada has supported a pipeline of over 1,700 innovations in more than 100 countries. Since 2010, innovations supported by GCC have reached more than 80 million people with life-saving or life-improving initiatives who would otherwise not have had access.

Creating Hope in Conflict: A Humanitarian Grand Challenge (HGC) is a partnership of the UK's Foreign and Commonwealth Development Office (FCDO) and Global Affairs Canada (GAC) and Grand Challenges Canada. Together, we seek innovations to help the most vulnerable and hardest-to-reach people impacted by humanitarian crises caused by conflict across the following focus areas:

- Safe water and sanitation: Innovations that improve the supply and quality of water, sanitation and waste management in conflict settings.
- Alternative Energy: Innovations that create affordable, clean and reliable sources of electricity, including supporting local energy equipment vendors and better mapping energy demand and usage.
- Life-saving information: Innovations that improve access to life-saving information, which may include addressing ICT infrastructure challenges, increasing digital literacy or improving two-way communication between humanitarian actors and the affected communities.
- Health supplies and services: A wide range of innovations including, but not limited to, improving local manufacturing of health and nutrition supplies, improving medical product logistics or emergency outbreak response.

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

Key Responsibilities

Support the Investment Manager to fund innovative deals aligned with portfolio strategy, by:

Transition to Scale



- 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
- Lead the coordination of application intake, review and results communication process for 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
- Lead negotiation processes for new funding agreements, ensuring appropriate project and institutional due diligence (e.g., financial, legal, Intellectual Property, and risk mitigation) is complete

Support the management of Humanitarian Innovation 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 Humanitarian Innovation and cross-departmentally

Support the Investment Manager 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



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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., humanitarian assistance, 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, humanitarian aid, social sciences etc.) – or commensurate work experience. Candidates with post-graduate degree would be given preference.
- Experience working and/or living in low resource contexts will be a significant asset
- Working knowledge of French, Arabic or Swahili will be a significant asset

People from historically excluded communities with lived experiences in relevant thematic areas are encouraged to apply. People with lived experience and/or work experience in the communities or countries we are supporting are especially encouraged to apply.

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 with time in office and working from home. With rare, approved exceptions, GCC staff are to live in or near the Greater Toronto Area (GTA) and available to travel to, and work from the Toronto main office, as business 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 may be required
- Applicants must be eligible to work in Canada

Temporary Full-Time Benefits

- A percentage (%) in lieu of benefits
- Up to 20 days of vacation (10.5 days covered by 4% in lieu of vacation and 9.5 topped up by GCC to equalize with permanent full-time staff) for an annual contract, otherwise prorated
- Four (4) day work week (with Friday as a flex/off day), excluding weeks with Statutory holiday (program reviewed annually)
- Access to Employee Assistance Program (EAP)
- International SOS (ISOS) travel safety and supports around the world



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- Bring-your-own-device (BYOD) cell phone allowance
- Professional development allowance
- New Temporary Work Relocation – work remotely for up to 90 days, almost anywhere in the world

Term

- Start date: April 30, 2025
- Status: Full-time, Temporary (one year) – with possible extension, if business requires.

Application process

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

POSTED DATE: March 27, 2025

CLOSING DATE: April 12, 2025