



Position: Associate, Grand Challenge Portfolios
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home
Department: Grand Challenges Canada
Reports to: Grand Challenge Portfolio and Mental Health Lead
Status: Permanent, Full-Time
Salary: \$72,675/year + 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.

As one of the largest impact-first funders in Canada, GCC has funded over 1,400 innovations championed by innovators in more than 102 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.

POSITION OVERVIEW AND KEY RESPONSIBILITIES

As a member of the Innovation Advisory team at GCC, the Associate, Grand Challenge Portfolios will play a pivotal role to the team's objective of enabling and advising other functions within GCC to deliver our main mandate of getting money in the hands of innovators and supporting them to scale for impact. Deploying project management and communications skills, the Associate, Grand Challenge Portfolios has the following responsibilities:

Key Responsibilities

Support the Grand Challenge Portfolio Leads

- Support portfolio level fundraising, including developing materials, external research and/or reviewing internal portfolio level data (including Fluxx), proposal development, project management, and final copy edit of concept notes or proposals.
- Support the Portfolio Leads in the operational aspect of the investment theses development/refresh and coordinate consistency in the timelines, templates and process across various portfolios.
- Analyze project and portfolio data, surfacing insights on key patterns and trends related to impact, systems change and scale within portfolio sectors.
- Enable a data-driven approach to innovation advisory, by working with the Grand Challenge Portfolio Leads to translate learnings and insights into actionable recommendations and best practices for investment-making and portfolio-management.
- Collaborate with the policy learning team through the generation of portfolio specific nuances and insights that supplement ongoing cross-portfolio learning.
- Support the Portfolio Leads in the knowledge translation function of the investment theses development/refresh, synthesizing insights from impact models and results.
- Track and monitor annual work plans, and sub-work plans for priority tasks (e.g. production of key deliverables) as assigned by the Portfolio Leads.



External Stakeholder Engagement

- Support Portfolio Leads in overall consortia management for Being, Nexa, and others as Portfolios grow, including coordinating and responding to data and information requests from partners (e.g. UGMH, SFA and others).
- Support the implementation of external evaluations of specific portfolios, supporting the Impact Measurement Manager in drafting key documents, including the evaluation framework, questions, key messages and supporting documentation.
- Support the organizational planning of Being and Nexa and other portfolio partners' meetings alongside the Mental Health and Climate Lead.
- Support the management of the operational relationship of non-GAC partners and funders, including contributing to donor reporting and supporting implementing partners and stakeholders.
- Coordinate the Grand Challenge Portfolio-specific Councils, steering committee and co-lead advisory bodies, as required by the Portfolio Leads, to ensure a coordinated and strategic approach to gathering perspectives and feedback from key stakeholders in line with GCC values.
- Lead contract negotiations with service providers and consultants, as needed.

Grand Challenge Portfolio Operations

- Support and/or lead process improvements within the Grand Challenge Portfolio team and cross-departmentally.
- Proactively collaborate with peers across the organization to problem-solve together and align on solutions.
- Support onboarding and training of new staff to the Grand Challenge Portfolio team.

Qualifications

- A minimum of 2-4 years of relevant work experience.
- Undergraduate degree in a relevant discipline – or commensurate work experience.
- Excellent analytic, prioritization, and project management skills.
- Excellent interpersonal and communication skills, with the ability to present with confidence.
- Ability to work with a range of partners and key stakeholders.
- Strong background in knowledge translation: synthesizing, disseminating, and using knowledge to support data-driven decision making and program design.
- Ability to take initiative and effectively manage deadlines.
- Highly developed interpersonal skills and commitment to teamwork.
- Demonstrated and active interest in process improvements and simplification.
- Passion and positivity for what we do and the impact we seek in the world.

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 colour, 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.
- Domestic and international travel required.
- Applicants must be eligible to work in Canada.

Permanent Full-Time Benefits

- Health and Dental provided by Sunlife Canada effective on start date.
- Enrollment in the Healthcare of Ontario (HOOPP) Defined-Benefit Pension Plan.
- Four (4) weeks of paid vacation per calendar year (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), and UHN added value benefits such as fitness, spas and wellbeing, hotels and travel services, and retail discounts.
- International SOS (ISOS) travel safety and supports around the world.
- 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: TBD
- Status: Permanent full-time

Application process

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

AI Use in Application Processing

Please be advised that Grand Challenges Canada may use artificial intelligence tools to assist in the processing and evaluation of applications submitted for this position. These tools may be used to support activities such as résumé screening, candidate assessment, or scheduling, and are used as an aid to, and not a replacement for, human decision-making. All hiring decisions are made by qualified personnel who review AI-assisted outputs before any determination is made regarding a candidate's application. Grand Challenges Canada is committed to ensuring that its use of AI in recruitment is fair, transparent, and free from unlawful discrimination, in accordance with applicable federal and provincial human rights and privacy legislation. If you have questions about how AI is used in our hiring process, or if you require an accommodation at any stage of the recruitment process, please contact GCC's HR Team at hr@grandchallenges.ca.