



Grand Challenges Canada®
Grands Défis Canada



Position: Investment Coordinator, Impact Investments
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home
Organization: Grand Challenges Canada
Reports to: Investment Associate
Status: Temporary, Full-Time (12-month contract)
Salary: \$57,534 + % in lieu of benefits

[Grand Challenges Canada](#) backs Bold Ideas with Big Impact®. We are a global innovation platform and one of the world's leading impact-first investors, working toward a future where innovation helps everyone thrive. With support from the Government of Canada and other partners, we use a Grand Challenges approach to identify, invest in, and help scale bold, locally led solutions that advance health, equity, and resilience in low- and middle-income countries and Canada.

We back bold ideas from seed to scale—combining capital, advisory support, and strategic partnerships to help them grow and succeed. We look for innovations that combine science, social insight, and business strategy—what we call Integrated Innovation®—to drive real-world change.

We work with innovators to test, refine, and de-risk solutions, positioning them for long-term adoption through public systems, private-sector pathways, or blended models. Our goal: to save and improve lives at scale by turning bold ideas into sustainable solutions. Learn more at www.grandchallenges.ca.

POSITION OVERVIEW AND KEY RESPONSIBILITIES

As a member of the Impact Investments team at GCC, the Investment Coordinator plays a foundational role in keeping the team's deal-making engine running smoothly. Reporting to an Investment Associate, this role provides administrative, coordination, and process-improvement support across the full investment life cycle—from early deal triage through due diligence, negotiation, and handoff to Portfolio Management. They handle a variety of tasks, including coordinating communication, preparing documents, and overseeing administrative processes. This is a temporary role designed to provide short-term support on manual processes that are expected to be resolved through GCC's digital transformation strategy.

This role is ideal for someone who is highly organized, thrives in a structured yet fast-moving environment, enjoys serving as the connective tissue across a team, and is excited about contributing to impact-first investing in global health and international development.

Key responsibilities include, but are not limited to:



Support deal triage and pipeline coordination

- Maintain accurate and up-to-date records in Fluxx and other CRM/pipeline tools, ensuring data integrity across the Impact Investments team.
- Communicate standardized decisions (advancement, deferral, or decline) back to innovators in a timely, professional, and empathetic manner, in line with GCC's tone and values.

Support due diligence and negotiations

- Support Investment Managers or Associates with pre-investment due diligence and contract negotiations by completing administrative components, including legal name and sanctions checks, entity verifications, data entry into internal systems, and organization of supporting documentation.

Support process improvement across the Impact Investments function

- Contribute to and support ad-hoc process improvement projects within the Impact Investments team and cross-functionally to ensure that learning and best practices are shared across the team.
- Support knowledge management by maintaining shared file servers and related sites, trackers, and internal documentation that help the team operate consistently.
- Support special projects and team initiatives as needed, including the coordination and delivery of digital transformation projects within the Impact Investments function.

Tactical Administrative Support

- Facilitate and lead the timely, accurate processing and filing of GCC operational documents, including invoices, legal contract approvals, NDAs and other agreements, business cards, etc.

Contribute to a high-performing team and support a thriving culture

- Support onboarding of new team members by sharing systems knowledge, setting up orientation meetings, sharing relevant resources, tools and requirements, training on admin processes and ensuring new staff are included on distribution lists, meeting invites and anything else that will help inform and support them.
- Model work behaviours that support personal and team wellness and are aligned with GCC's values and passion for boldness.
- Demonstrate the positive participation that you seek by playing an active and visible role in GCC team-building events and townhalls.

Qualifications

- A minimum of 1-2 years of relevant administration experience in a fast-paced work environment.



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- A bachelor's degree or diploma in business administration or relevant discipline (such as global health, international development, social finance/impact investing).
- Excellent interpersonal and communication skills, with keen attention to detail and a commitment to collaboration and teamwork.
- Advanced technological capabilities (Microsoft Office products). Monday.com experience is a plus.
- Ability to adjust priorities, exercise good judgment, and call for support when needed.
- A self-starter with proven ability to take initiative and get things done.
- Passion and positivity for what we do and the impact we seek in the world.
- Experience working with a range of stakeholders is considered an 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 colour, people from LGBTQ2S+ and disability 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.

Benefits

- A percentage (%) in lieu of benefits.
- Up to 20 days of vacation 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.
- Bring-your-own-device (BYOD) cell phone allowance.
- Growth and wellness fund.



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- New Temporary Work Relocation – work remotely for up to 90 days, almost anywhere in the world.

Terms

- Start date: Immediate
- Status: Temporary 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.