



Grand Challenges Canada®  
Grands Défis Canada



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Position: Senior Data Associate, Award Management  
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home  
Organization: Grand Challenges Canada  
Reports to: Senior Manager, Award Management  
Status: Permanent, Full-Time  
Salary: \$72,675/year + benefits

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[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](http://www.grandchallenges.ca).

## POSITION OVERVIEW AND KEY RESPONSIBILITIES

As a key member of the Innovation Advisory team, the **Senior Data Associate, Award Management**, will directly contribute 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. The role supports the design, implementation, data governance, and daily operations of key systems (e.g., Fluxx) that enable award lifecycle processes, from application through agreement execution, reporting, and closure. This position plays a key role in supporting system functionality, data quality, innovator experience, internal reporting needs, and continuous process improvement. It is a highly collaborative role, working across functions, digital systems, and teams.

Key Responsibilities include:



### **System Administration & Configuration**

- Support configuration of the Award Management System (Fluxx), including forms, workflows, landing pages, and user permissions.
- Ensure system-generated emails, templates, dashboards, and portals are functional, accurate, and up to date.
- Maintain and configure organization and contact records, as well as reporting and amendment forms.

### **Data Integrity & Reporting**

- Maintain data accuracy and consistency across award management systems.
- Clean, verify, and update data regularly; support ad-hoc data requests from across the organization.
- Create and maintain standardized and custom reports to support portfolio management, compliance, and strategic decision-making.
- Use tools such as Excel, Power BI, or Tableau to build simple, visually intuitive dashboards or reports that track key award metrics (e.g., disbursement status, milestone progress, reporting timelines) and respond to ad hoc data visualization needs from program, finance, and leadership teams.
- Present key insights during team meetings or planning sessions and other fora within GCC to help inform operational and strategic decisions.

### **Innovator & Staff Support**

- Respond to support requests from innovators and staff related to award system use, workflows, and reporting requirements, with a demonstrated bias for service and urgency.
- Track, troubleshoot, and resolve system bugs or workflow errors in collaboration with digital transformation and technical teams.
- Support onboarding new staff on the award management system and support periodic training needs across the organization.

### **Process Improvement & Documentation**

- Identify opportunities for improving award management system usability and data processes to better support users.
- Assist in developing and optimizing Standard Operating Procedures (SOPs), user guides, and training materials – with the goal of simplifying and centralizing how we work.
- Support ongoing projects to improve system integrations (e.g., between Fluxx and NetSuite) and automations, where possible.

### **Cross-functional Collaboration**

- Work closely with the Senior Manager, Award Management, and cross-functional teams including Investment Deals, Portfolio Management, Partnerships and Policy, Legal and Finance.



- Contribute to building a culture of user-centered design and continuous learning.

## Qualifications

- A minimum of 2–4 years of relevant work experience in data or system administration, award or grants management, or operational support roles.
- Post-secondary degree or diploma in Information Systems, Data Management, Public Administration, International Development, or a related field, or equivalent combination of training and experience.
- Experience with grant or award management systems, particularly Fluxx, strongly preferred.
- Comfortable navigating and configuring digital platforms, systems and working with structured data and dashboards. Monday.com experience an asset.
- Excellent analytic and data visualization skills (able to connect the dots across information types and communicate data to drive decision making).
- Strong organizational and problem-solving skills; ability to juggle competing priorities and meet deadlines.
- Excellent interpersonal and communication skills, with the ability to present with confidence.
- Experience in presenting data insights clearly to non-technical audiences and creating basic visualizations or dashboards using tools like Excel, Power BI, Tableau and others.
- 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 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.



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### 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.
- 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.
- Growth and wellness fund.
- New Temporary Work Relocation - work remotely for up to 90 days, almost anywhere in the world.

### Terms

- Start date: Immediate
- 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](mailto:hr@grandchallenges.ca).