



Grand Challenges Canada®
Grands Défis Canada



UHN Canada's
Hospital

Position:	Analyst, Portfolio Management
Site:	Hybrid: MaRS Discovery Tower (Toronto) + Work from Home
Organization:	Grand Challenges Canada
Reports to:	Portfolio Manager
Status:	Permanent, Full-time
Salary:	\$61,773/year + 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 an Analyst on the Portfolio Management team, you will play a key support role in ensuring the smooth operational execution, compliance, and learning associated with a diverse portfolio of global health and development innovators. You will help manage post-investment activities for seed-stage innovations, with a focus on tracking progress, supporting funding processes, ensuring data quality, and improving systems that drive learning and accountability.

This role is ideal for someone who is detail-oriented, systems-minded, and passionate about working behind the scenes to support bold innovators in low- and middle-income countries.

Portfolio Operations and Reporting

- Track and ensure completion of innovator progress reports, milestone updates, and reporting compliance.
- Coordinate the monitoring, closeout, and documentation of funding agreements and contracts.
- Manage amendment processes including budget changes, cost extensions, and contract closeouts across seed and TTS portfolios.
- Enter and maintain high-quality data across CRM and portfolio management systems; serve as the point of contact for seed-level data requests.
- Triangulate reports, feedback, and data to identify trends, document learning, and inform portfolio improvements.
- Liaise with legal, finance, and impact measurement teams to ensure internal alignment and smooth post-deal execution.



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- Schedule and coordinate meetings with external partners, innovators, and service providers, including preparing materials and following up on action items.

Ecosystem Engagement and Innovator Support

- Support the coordination of GCC technical assistance to innovators, including scheduling and tracking programmatic service and value-add (VA) contracts.
- Serve as a point of contact for service providers, manage documentation, regular check-ins, and payments.
- Map available technical support services and monitor overlaps, gaps, and value-for-money considerations.
- Develop and deploy surveys to innovators to capture feedback on services and ecosystem support.

Event and Communications Support

- Maintain an active calendar of strategic ecosystem events and match innovator needs with relevant opportunities.
- Support event planning logistics, content development, and reflective learning related to key moments like Skoll World Forum, United Nations General Assembly (UNGA), and World Health Assembly (WHA).
- Assist in developing and maintaining internal resources for innovator communications such as pitch decks, one-pagers, and outreach materials.

Qualifications

- 1–2 years of experience in global development, innovation programs, grantmaking, or operations—this can include internships, fellowships, or part-time roles.
- Undergraduate degree in a relevant discipline (e.g. health sciences, global health, international development, business administration, etc.)
- Strong organizational skills and attention to detail, especially in data entry, tracking, and compliance tasks.
- Familiarity with CRM systems (e.g., Monday.com, Salesforce) or a strong willingness to learn.
- Demonstrated proficiency with word-processing, database and spreadsheet software (including but not limited to the Microsoft Office suite). Experience with Monday.com is an asset.
- Clear written and verbal communication skills; able to synthesize and document learnings.
- Demonstrated problem solving skills
- A collaborative mindset and comfort working across multiple internal teams.
- Experience working and/or living in low resource contexts a significant asset
- Working knowledge of French a significant asset
- Strong cultural competence, respect for diversity, equity, fairness and social justice required
- A genuine passion for Grand Challenges Canada's work.

We recognize that candidates may have deeper experience in some of these areas than others; broad familiarity across this suite with some areas of substantial depth is what we seek.

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.



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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.
- Some international travel may be 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.
- 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.
- 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: August 2026
- Status: Full-time, Permanent

Application process

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



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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.