



Position: Program Officer (2 positions)

Status: Full time, permanent

Reports to: Manager, Global Programs

Language(s): Bilingual in English and French required, plus working proficiency in either Spanish or Arabic

Location: 1 position will be based in Ottawa, the other position will be based in Toronto

Deadline for Applications: October 18, 2019

BACKGROUND

The MATCH International Women's Fund is Canada's first and only global women's fund. We are proud and passionate about supporting grassroots women's rights organizations to dismantle barriers, challenge perceptions and ultimately to transform society. The MATCH Fund strongly believes that supporting grassroots women's rights organizations in the global South is essential to achieve lasting equality for women. As such, we are committed to mobilizing resources to amplify the work of these groups.

In recent months, the MATCH Fund has been incubating the development and launch of the **Equality Fund** - a fund of significant magnitude that is being created in collaboration with philanthropic donors, government and other internationally recognized partners.

The Equality Fund is a ground-breaking new initiative delivering new momentum for women's movements across the globe. We will shift power and resources to local organizations and leaders on the frontlines of building and sustaining a more gender equal world. We know that supporting local women's rights organizations is the most effective way to fight poverty and inequality. We will mobilize philanthropic and investment capital, in Canada and beyond, and build a brighter, more equitable future for everyone, everywhere.

THE OPPORTUNITY

We are currently searching for two (2) Program Officers with the goal of:

- supporting and substantively expanding our current grant-making envelope on women, girls and trans rights;
- enhancing grant making systems, policies and practices; and
- building strong relationships with our grantee partners.

Both Program Officer positions will report directly to the Manager, Global Programs and will play a key role in growing the organization's grant-making portfolio in diverse regions and on key thematic priorities for feminist movements around the world.

The successful candidates must demonstrate knowledge of global trends in women, girls and trans rights, including feminist organizing, with competencies in feminist approaches to funding innovation, supporting and accompanying women's organizations in the global South, brokering relationships and supporting capacity development.

SCOPE & RESPONSIBILITIES

- Ensure the execution of diverse grant making portfolios, acting as the main liaison for funded partners, and (depending on language ability and areas of expertise) maintaining strong and flexible relationships in one or more of these regions: Middle East and North Africa, Asia and the Pacific, Central and South America, Sub-Saharan Africa;
- Administer and implement different stages of the grant-management process (outreach, selection process and management of the grant-cycle) and contribute to the development of tools, policies and compliance mechanisms as required;
- Contribute to the development of The Fund's feminist monitoring, evaluation and learning systems in collaboration with the organization's MEL Specialist and the Manager, Global Programs;
- Coordinate grantee partner accompaniment needs and support the Manager, Global Programs (and overall Program team) to broker relationships and connect partners with other funders and opportunities to increase their visibility and profile, including learning/coaching opportunities, strategic gatherings/conferences and connection to resources for the protection of human rights defenders;
- Identify and analyse thematic developments and trends in feminist organizing in the global South on an ongoing basis, and maintain a good understanding of the strengths, needs, opportunities, and challenges of women, girls and trans rights groups in advancing social justice movements and agendas (local/regional/global);
- Work closely with MEL Specialist to collect relevant data and provide analytical support with qualitative data such as stories of change from partner reports, and sharing outcome data with different organizational stakeholders to support their work;
- Assist with the development, implementation, and maintenance of grants management software and integrity of data, especially managing data entry related to proposals received, grants made, reports received, and grants closed;
- Support efforts to bring the voices of grantee partners to discussions of development assistance, women's rights and movement building to Canadian audiences – including policy makers and the international development sector;
- Work closely with the communications and philanthropy teams to support content development for different products including events and media needs to promote the work of The Fund and maximize opportunities for grantee partners;
- Work closely with Manager, Global Programs to support any other program management needs, including administrative responsibilities and compliance processes as required;
- Represent The Fund to potential partners, funders and to the public, and participate in convenings as required; and
- Willingness to do international travel (approx. 2 trips per year).

REQUIRED SKILLS AND QUALIFICATIONS

- University degree in women's studies, human rights, international development, or related field;
- At least 5 years of relevant professional experience in international development programming for gender equality, grant-making, program design, coordination and implementation;
- At least 3 years supporting relationship building with (grantee) partners and stakeholders including facilitating networking and other opportunities such as visits to Canada;

- Between 1 and 3 years of international working experience (in the global South) with knowledge of (and experience working on) feminist issues including women, girls and trans rights and innovation trends to inform The Fund's support to partners and facilitate knowledge sharing of best practices and innovative feminist approaches;
- Demonstrated ability to integrate in-depth knowledge of intersectionality and awareness of complex power dynamics into all aspects of grant-making;
- Demonstrated experience in learning, monitoring and tracking (grantee) partner progress and program data collection and analysis;
- Bilingual (written/oral) in English and French required, in addition to a working proficiency in either Spanish or Arabic;
- Excellent administration and organizational skills, including the ability to prioritize and handle multiple initiatives simultaneously working under tight deadlines;
- Strong interpersonal skills including ability to demonstrate tact and diplomacy;
- Excellent analytical and problem-solving skills and ability to develop creative solutions;
- Excellent verbal and written communication skills and ability to work and communicate with diverse audiences and stakeholders, including activists, donors and community members;
- Proficiency in Microsoft Office, familiarity with databases, information management systems and ability to maintain well organized and documented files; and
- Familiarity with Survey Monkey Apply is considered an asset.
- Ability to thrive in a fast paced, entrepreneurial and dynamic environment
- Openness to work on cross functional/multi-disciplinary teams
- Flexibility and ability to adapt to changing priorities, to steer in new/different directions
- Can do /Anything is possible mindset!

JOIN US!

The MATCH Fund is an equal opportunity employer. We value diversity, multiculturalism, and inclusion in our work and in our staff team. Diversity is the foundation of what we do. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other qualities that make us unique.

If you require accommodation during any stage of the recruitment process, please indicate this in your application.

We thank all applicants for their interest but only those selected for an interview will be contacted.

To apply, visit: <https://matchinternational.bamboohr.com/jobs/view.php?id=10>