

PROGRAM MANAGER

STATUS: Full-Time, Permanent

SALARY: \$71,379

LOCATION: Toronto, ON (hybrid)

APPLICATION DEADLINE: January 23, 2024

WHO WE ARE

For 20 years, the Stephen Lewis Foundation has challenged traditional power structures in international development and philanthropy by shifting resources into the hands of local communities impacted by the HIV pandemic in sub-Saharan Africa.

Committed to community-led solutions, we provide funding and allyship to local organizations who are restoring hope, reclaiming human rights, fighting injustice, and saving lives.

WHAT YOU WILL DO

Reporting to the Deputy Director, Program Partnerships, the Program Manager works directly with a set of community-led partners working on the frontlines of the HIV response in Africa and plays a key role in getting funds directly into their hands. Program Managers also work across the SLF to leverage their knowledge, insights and understanding of the SLF program portfolio to support advocacy, communications, and development priorities. Most importantly, each Program Manager works in a way that embodies SLF values and conveys the strong respect for the expertise, creativity and leadership of organizations in sub-Saharan Africa.

- ✓ Proactively manage a portfolio of SLF-funded partnerships, including building mutually respectful relationships with grassroots organizations communicating via email, phone, and video and messaging platforms
- ✓ Review proposals and budgets; draft Agency Agreements; track, review and follow up on narrative and financial reports and other requirements; and manage ongoing communication
- ✓ With support from the Program Officers, ensure electronic and hardcopy files (including the Programs database) are complete and up-to-date with all necessary information and documentation
- ✓ In collaboration with the Deputy Director, Impact and Learning and relevant colleagues, ensure that field visits are appropriately prioritized, supported, scheduled and followed up. This includes synthesizing timely, analytical, and succinct briefing notes and M&E reviews
- ✓ Engage in deeper analysis and learning to better understand thematic issues, develop subject-matter expertise, and identify emerging trends to support better programmatic decision-making, partner-networking, and exchange

- ✓ Advise Director of Programs of any potential issues, political sensitivities, and/or opportunities within the Programs portfolio
- ✓ In collaboration with the Deputy Director, Programs Partnerships, play a leading role in contributing program analysis to fund development activities (new proposals, donor stewardship strategies, and ongoing reporting), advocacy efforts, and communications materials
- ✓ Proactively identify and share compelling stories, anecdotes, and general partner updates across the SLF as needed/relevant
- ✓ Represent the SLF at conferences, meetings and events and engage in public speaking about the SLF program work and ethos as needed (occasional travel may be required)
- ✓ Other duties as assigned

WHAT WE LOOK FOR

- ✓ 5-7 years of professional experience in the field of international development in Africa or a related field, and a strong understanding of the intersections of HIV and AIDS, poverty, and gender issues
- ✓ Capacity to keep track of vast amounts of detailed information and appreciates meticulous organization
- ✓ Intermediate financial literacy skills including creating, reviewing and interpreting spreadsheets, budgets, audits and reports
- ✓ High level of personal initiative and comfort with making informed professional recommendations based on a variety of data
- ✓ Comfortable in a fast-paced work environment that requires flexibility, outstanding prioritization skills, and time management
- ✓ Excellent ability to develop clear, concise, and well organized written materials
- ✓ Strong computer skills, including Excel, databases, word processing, and presentation packages (PowerPoint)
- ✓ Strong interpersonal skills and a desire to actively contribute to a positive, collaborative work environment
- ✓ Personal commitment to the values of feminism, anti-colonialism, solidarity, mutual respect, collaboration, humility, and social justice
- ✓ Proven ability to independently lead a project and see it through to successful completion with minimal supervision
- ✓ Excellent ability to communicate with warmth, professionalism, clarity and tact via written and verbal mediums
- ✓ Strong public speaking skills
- ✓ Solid understanding of, and appreciation for, the varied geography, culture, and history present within Africa
- ✓ Fluency in written and oral French will be an asset

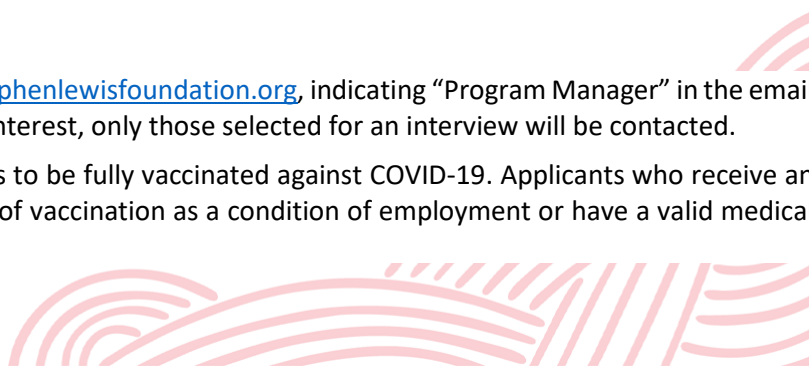
WHAT WE OFFER

- ✓ 4 weeks vacation, sick and personal days
- ✓ Comprehensive benefits package (health, dental, vision)
- ✓ Competitive wages; The SLF is certified by the [Ontario Living Wage Network](https://www.ontariolivingwage.ca/)
- ✓ Hybrid remote work schedule and flexible hours to promote employee wellbeing
- ✓ Top-up for maternity/parental leave and sick leave

HOW TO APPLY

Submit your **résumé and cover letter** to careers@stephenlewisfoundation.org, indicating “Program Manager” in the email subject line. While we thank all applicants for their interest, only those selected for an interview will be contacted.

The Stephen Lewis Foundation requires all new hires to be fully vaccinated against COVID-19. Applicants who receive an employment offer will be required to provide proof of vaccination as a condition of employment or have a valid medical or other Human Rights Code-related exemption.



The Stephen Lewis Foundation promotes feminist and anti-oppression principles and is committed to diversity and inclusion. We welcome applications from racialized persons/persons of colour, women, Indigenous peoples, persons with disabilities, LGBTQ2S+ persons and people with lived experience of HIV and AIDS.

The Stephen Lewis Foundation is an equal opportunity employer.

