

SENIOR PROJECT MANAGER

STATUS: Full-Time, Permanent

SALARY: \$82,800

LOCATION: Toronto, ON (Hybrid)

APPLICATION DEADLINE: April 4, 2025

Are you a strategic thinker who believes in community-led change? Do you have experience in **impact assessment, project management, and anti-colonial approaches to development?** If so, join us at the **Stephen Lewis Foundation (SLF)** and play a vital role in advancing community-led responses to HIV and AIDS across Africa.

ABOUT US

For over 20 years, the **Stephen Lewis Foundation (SLF)** has been a trailblazer in international development and philanthropy, challenging traditional power structures by shifting resources into the hands of local communities impacted by HIV in Africa.

We work to address the inequities that perpetuate the HIV epidemic in Africa by providing funding and allyship to community-led organizations. These local experts, advocates and activists are championing health and human rights every day. Join us in amplifying their impact.

ABOUT THE ROLE

As part of our Programs Team, you will play a key leadership role in measuring impact and fostering learning across SLF initiatives, particularly in managing Global Affairs Canada (GAC)-funded projects. You thrive in collaborative spaces, where project management meets critical analysis, and where evaluation frameworks align with grassroots priorities rather than impose external metrics.

WHAT YOU'LL DO

GAC Project Management (60%)


- Design and implement project management frameworks that align with SLF values, partner priorities, and GAC requirements.
- Support African-based project partners in achieving their goals and deliverables.

- Oversee SLF-led activities such as **roundtable convenings, webinars, conference presentations, and documentation efforts**.
- Monitor and track project progress, ensuring deliverables are met on time and within budget.
- Manage consultant contracts and lead all **qualitative and quantitative reporting** requirements for GAC-funded projects.
- Collaborate with SLF's **finance team** to oversee expenditures and ensure financial accountability.
- Ensure project learnings inform SLF's **advocacy, communications, and fundraising strategies**.

Impact Assessment & Learning (40%)

- Lead the implementation and continuous improvement of **SLF's Impact Assessment Framework**.
- Manage **Monitoring & Evaluation (M&E) field visits** and oversee data integrity.
- Co-create evaluation strategies alongside African partners, ensuring an **anti-colonial, partner-driven approach**.
- Develop innovative **impact measurement tools and methodologies** that challenge conventional, top-down approaches.
- Organize and facilitate **learning exchanges, roundtables, and community convenings** (virtual and in-person).
- Represent SLF at **conferences, speaking engagements, and donor community events**.

WHAT YOU BRING

- You have **5+ years of experience** in international development in Africa or a related field, with a deep understanding of the intersections of **HIV and AIDS, gender, and poverty**.
 - You embrace **feminist and anti-colonial approaches** to philanthropy, impact measurement, and evaluation.
 - You have experience working with **Government of Canada-funded initiatives**, including performance measurement frameworks and results-based management.
 - You are highly skilled in **data collection, analysis, and reporting**, making complex information accessible and actionable.
 - You are an exceptional **project manager**, adept at working across multiple teams and priorities.
 - You have a collaborative spirit, strong interpersonal skills, and a passion for social justice.
 - You are comfortable working in a **fast-paced environment** that requires adaptability, prioritization, and strong time-management skills.
 - You have excellent written and verbal communication skills, with confidence in **public speaking and presentations**.
 - You are proficient in **Excel, Power BI, databases, and impact analysis tools**.
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WHY WORK WITH US?

At the SLF, we value and invest in our team. Here's what we offer:

- **Time off:** 4 weeks of vacation plus sick and personal days.
 - **Comprehensive benefits:** Health, dental, and vision coverage.
 - **Flexibility:** Hybrid remote work options and flexible hours.
 - **Parental and sick leave:** Top-up for maternity/parental leave and sick leave.
 - **Competitive wages:** Certified by the Ontario Living Wage Network.
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HOW TO APPLY

Submit your **cover letter** and **résumé** to careers@stephenlewisfoundation.org. Please include "Senior Project Manager" in the subject line.

Applications will be reviewed on an ongoing basis. While we thank all applicants for their interest, only those selected for an interview will be contacted.

OUR COMMITMENT

The **Stephen Lewis Foundation** promotes feminist and anti-oppression principles and is deeply committed to diversity and inclusion. We welcome applications from individuals who identify as:

- Racialized persons/persons of colour
- Women
- Indigenous peoples
- Persons with disabilities
- 2SLGBTIQ+ individuals
- People with lived experience of HIV

Applicants must be legally entitled to work in Canada and be fully vaccinated against COVID-19, subject to valid exemptions.

