



**JOIN OUR TEAM. CHANGE YOUR CAREER. CHANGE THE WORLD.**

## **SENIOR PROJECT MANAGER, YOUTH ENGAGEMENT FULL-TIME, PERMANENT**

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**Organization:** Plan International Canada  
**Reports to:** Director, Youth Engagement  
**Location:** Toronto (Mount Pleasant & Eglinton)

### **About You**

Are you passionate about equal rights for all children and equality for girls? Can you see yourself being an integral member of a team that works towards transforming lives in developing countries and in Canada? Are you confident that you can provide guidance and support for a team of skilled professionals implementing youth engagement initiatives?

Are you an experienced project manager? Are you passionate about advocating for youth voice? Have you had success with youth-based fundraising and a positive track-record for securing and stewarding granting agencies? Are you a trusted team member with a collaborative working style and an ability to engage with diverse internal stakeholders adding value to organizational excellence and encouraging creative problem solving?

### **Why a career with Plan?**

A career with Plan International Canada offers individuals a meaningful experience that drives professional development and a rewarding opportunity to use your skills and talents to help make a difference in promoting child rights to end child poverty. Are you ready for an opportunity to join one of the largest International NGOs in the world, creator of the award winning "Because I am a Girl" global movement, working to end gender inequality and promote girls' rights? Are you excited about playing an important role in determining the future of millions of children and families globally?

Employees at Plan International Canada's National Office strive to make a difference in the lives of children and their families through sustainable, child-focused community development.

Joining our dynamic team of experts and specialists can change your life too!

Our unique culture fosters a supportive, flexible workplace where employees are encouraged to bring their whole selves to work. As a member of a diverse, dynamic, high-performing team, each Plan employee is driven to learn, valued for their contribution and approaches each day

excited to make an impact.

We are proud of our award winning corporate culture validated by our *Canadian Nonprofit Employer of Choice* award for 2015 and 2016 and *Canada's 10 Most Admired Corporate Cultures* since 2012.

Join our high performing team and change your career...change the world!

## **The Organization**

Founded in 1937, Plan International is one of the world's oldest and largest international development agencies, working in partnership with millions of people around the world to end global poverty. Not for profit, independent and inclusive of all faiths and cultures, Plan International strives for a just world that advances children's rights and equality for girls.

**Because I am a Girl** is Plan International's global movement to transform power relations so that girls everywhere can learn, lead, decide and thrive.

Plan Canada's Toronto and Ottawa-based offices undertake fundraising, donor engagement and public outreach initiatives that support programs that are implemented in more than 50 developing countries across Africa, Asia and the Americas. Plan has a dedicated staff of over 200 employees whose role is to support quality programming in the areas of health, education, water and sanitation, economic security, gender equity, child protection and participation, and humanitarian assistance. Over the past two years, Plan Canada has expanded its work in Canada through youth engagement, youth empowerment and youth advocacy initiatives.

Further information can be found at: [plancanada.ca](http://plancanada.ca).

## **The Position**

Working collaboratively with a dynamic and youthful team, you will be responsible for managing the implementation of youth engagement initiatives to ensure strategic alignment with Plan International Canada's national five-year strategy and the youth engagement team's strategy.

We are looking for a candidate with proven leadership and program management experience working domestically in Canada. Someone who can bring a strategic approach to projects and initiatives designed to empower young people in Canada, and the supporters in their lives, such as parents, guardians, and teachers. This candidate will bring experience and a strong track record of managing and designing large scale projects, acquiring grants, developing acquisition strategies for school-based fundraisers and exceptional people leadership skills.

## **What does success look like?**

- Support the Director in leading the development and implementation of Plan's Youth Engagement strategy
- Lead or participate in cross-functional teams involved with ensuring platforms for youth voices are authentic and inclusive
- Lead project managers, ensures workloads are well balanced, roles and responsibilities are clear and a positive team environment is fostered.

- Provide coaching/mentorship to the Youth Engagement team on analysis and optimization considerations on 3<sup>rd</sup> party fundraising. This includes recommending appropriate changes in strategy on acquisition, donor retention and stewardship.
- Provide financial oversight to the grants portfolio and projects including analysis, review and oversight of relevant budgets, financial reporting, ensuring donor compliance requirements are fully met and required forecasts and information flow in to internal planning.
- Ensure all grants in the portfolio have start-up and subsequent annual work-plans and corresponding budgets which are developed in a participatory manner with project managers and subject matter technical experts at Plan Canada. Ensuring work-plans are developed within a results framework and receive appropriate donor approval.
- Lead the process of developing KPIs for the youth engagement strategy and ensure all projects are regularly monitored against KPIs for timely identification and mitigation of potential risks to implementation.
- Support the development of designing projects and initiatives.
- Ensure the youth engagement component of Plan's national campaigns aligns with the youth engagement strategy.
- Collaborate with Plan's digital and communications teams to strategically profile youth we work with in Canada.
- Coordinate the development of an updated child protection procedure in the Canadian context alongside Plan's child protection team.

**As our ideal candidate you will have:**

- Post-secondary degree
- A proven track record in youth programming, 3<sup>rd</sup> party fundraising and/or grant acquisition and management
- Demonstrated success managing projects, complying with partnership agreements, and building rapport with stakeholders resulting in building strong partnerships
- An aptitude for facilitation, public speaking, client relations and interpersonal communications
- A flexible and adaptable work style, are open to collaboration and have a flexible approach to dealing with ambiguity and changes in priorities.
- Demonstrated competency with gender-aware, rights based programming
- Familiarity with Results Based Management (RBM)
- Skilled in budget development and financial management and report writing
- Experience working in a collaborative environment, is resourceful, innovative and creative
- Demonstrated ability to successfully multitask and meet deadlines in a high pressure environment
- Team player with a positive "can do" attitude
- Competence in Microsoft Office (Word, Excel, PowerPoint, Outlook) and CRM
- Proficiency in French an asset
- A passion for mission driven work and personal values aligned with those of Plan International Canada's corporate values

**How to apply:**

To express interest in this exciting opportunity to join a dynamic organization and a high performing team please forward your CV and covering letter, outlining your skills, experience and salary expectations to [gethired@plancanada.ca](mailto:gethired@plancanada.ca) by August 25, 2017. Please reference **Senior Project Manager, Youth Engagement** in the subject line.

Plan International Canada is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity.

Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

Consistent with our Child Protection Policy the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

Applicants must be eligible to work in Canada for the duration of the work term. Proof of eligibility will be required.

Plan International Canada sincerely thanks all applicants for their expressed interest in this opportunity however only those selected for an interview will be contacted. No phone calls please.

**Thank you for your interest in a career at Plan**