



JOIN OUR TEAM. UNLEASH YOUR FULL POTENTIAL. DEFY NORMAL.

COMPLIANCE MANAGER, BUSINESS DEVELOPMENT & BUDGETING – 6-MONTH CONTRACT

Organization:	Plan International Canada
Reports to:	Senior. Compliance Manager, Grants Budgeting and Compliance
Location:	Toronto (Mount Pleasant & Eglinton)
Status:	Full-time, (6-month contract with the possibility of extension, up to 40% travel required for up to 2 weeks at a time)

What can you expect from joining a leading organization in the global movement to advance children’s rights and equality for girls?

An inspiring team of intelligent disruptors that challenges themselves to Defy Normal – to be bold, insightful, focused and innovative.

We are one of Canada’s Most Admired Cultures and here’s why: together, we have created a climate of trust and inclusivity – where diversity in people, ideas and approaches is not only respected, it’s encouraged. We are empowered to command change and build powerful partnerships, with support from passionate leaders to unleash our full potential and learn, lead, decide and thrive.

Further information can be found at: plancanada.ca

The Position

Reporting to the Senior Compliance Manager, Business Development and Budgeting, the Compliance Manager will support a cross functional development team responsible for preparing a wide range of high quality, multi-year grant proposals. The proposal team includes specialists in Proposal Writing, Monitoring & Evaluation and relevant thematic areas such as Gender, Health, Education, Livelihoods, etc.

We are looking for a candidate that can bring a strategic approach to budget development for proposals; someone who is able to develop project budgets that maximize cost recovery, ensure value for money, and meet compliance requirements with donor terms. Our successful candidate will have experience with financial analysis and grant budgeting for non-profit organizations and the willingness to travel overseas. The ability to work with stakeholders from all parts of the world will be critical.

What does success look like?

- Lead on the development of detailed and high-quality budget proposals for projects as well as the development of guidance and tools to support Plan International Country Offices in their proposal budgeting for specific donors.
- Develop strategies to minimize financial and compliance risk from the onset of proposal development and advise on implications of these risks during implementation.
- Manage the review of donor agreements and contracts with the project team as well as the communication of donor requirements to the team (both in Canada and abroad).
- Create innovative ways to improve budgeting processes.
- Develop strong working relationships within Plan International Canada and with Plan International Country Offices.

As our ideal candidate you will have:

- Proven experience in developing costing models and budgets at the project design stage and risk assessment/ mitigation for \$4M+ proposals.
- Demonstrated knowledge and prior experience working with a wide variety of international development funding agency rules, regulations and contracting structures, including experience with donor agencies such as Global Affairs Canada (including IHA), multilateral agencies (Educate a Child, Dubai Cares, Global Sanitation Fund, AfDB, UNICEF, UNHCR, etc.) and charitable organizations / foundations.
- Previous experience working on long term development projects is considered an asset.
- Prior experience as a financial analyst or a similar role in a non-profit and/or International Development organization with hands on experience reviewing complex contracts and agreements.
- A flexible and adaptable work style; open to collaboration with strong personalities and professionals; thrive in a fast-paced, evolving work culture.
- Ability to manage ambiguity and deliver under very short deadlines.
- Experience with working in cross-functional teams and matrix environment.
- A passion for mission driven work and personal values aligned with those of Plan International Canada's organizational values

How to apply:

To express interest in this exciting opportunity to join a dynamic organization and a high performing team please forward your resume and cover letter to gethired@plancanada.ca by **April 17, 2019**. Please reference **Compliance Manager, Business Development & Budgeting** 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 Safeguarding 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 International Canada!