

**Christian Reformed Church in North-America (CRCNA)
World Renew**

Position Description

Position Title: Grants Program Manager
Department: Grants, Delta Team
Reports to: Associate Director, Grants
Status: Full-time, exempt
Salary Level: 13

PURPOSE:

Strengthen the ability of World Renew and its local implementing partners to do effective planning, monitoring, evaluating and reporting on programs financed by governmental and other institutional grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensure quality performance monitoring of and reporting on institutional grants by fulfilling the following responsibilities:
 - a. Collaborate with other members of the Grants Sub-Team and field staff in the development of grant proposals with a special focus on ensuring that applications have high quality logical frameworks, appropriate indicators, feasible targets, and clearly outlined plans for monitoring results
 - b. Analyze and synthesize program data and prepare professional quality reports for institutional donors such as Canada's Department for Foreign Assistance, Development and Trade (DFATD), Foods Resource Bank, and others
 - c. Lead the design and implementation of baseline, mid-term, and end of project surveys for programs funded by institutional grants
2. Strengthen organizational practice of planning, monitoring and evaluation by fulfilling the following responsibilities:
 - a. Travel to select World Renew field offices (approximately 4 trips per year) to provide direct consultation to staff and local partners on how to strengthen project monitoring, data collection and evaluation systems and practices. Provide follow-up and additional coaching to these field staff via Skype/telephone and e-mail after the face-to-face consultation is completed
 - b. Advise field staff and local implementing partners on the use of participatory, qualitative assessment tools and methodologies, such as Participatory Rural Appraisal and Participatory Learning and Action (PRA/PLA), as well as the use of quantitative surveys (design of survey tools and selection of sampling methodologies)
 - c. Advise field staff and local implementing partners on gender analysis and how to measure whether programs are enhancing the well-being and rights of women in a way that improves their equality alongside men
 - d. Stay up-to-date on trends and best practices in the field of planning, monitoring and evaluation (PME) and share best practices in PME throughout World Renew
3. Delta Team and Grants Sub-team
 - a. Attend and participate in meetings of the Delta Team and Grants Sub-team and contribute to a team culture of mutual support, accountability and learning
 - b. Maintain effective working relationships with other members of the Delta Team and all field staff.
 - c. Identify qualified Monitoring and Evaluation (M&E) consultants for short-term contracts related to evaluations, surveys and capacity building support in the area of M&E. Develop the scope of work and deliverables for M&E contracts and supervise their performance
4. Perform other duties as assigned

QUALIFICATIONS:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required.

1. Commitment to and ability to articulate a Christian worldview, particularly as it relates to World Renew's vision, mission, values and programs
2. Demonstrated commitment to promote a work environment and respectful relationships that value diversity and equality
3. Commitment to a community development approach that emphasizes participation, empowerment, and local decision making
4. Demonstrated competence in planning programs and evaluating program performance; ability to develop and use logic models and performance measurement frameworks
5. Knowledge of a variety of assessment methodologies, including quantitative survey methods, sampling methods, statistical analysis, and participatory tools that are part of PRA/PLA
6. Knowledge of gender analysis methods and commitment to promoting gender equality
7. Ability to write clearly and concisely for proposals, planning documents and reports
8. Excellent organizational and time management skills; demonstrated skill in prioritizing and balancing multiple competing tasks, projects, and deadlines
9. Strong team player with good collaboration and communication skills
10. Demonstrated ability to relate to a wide diversity of stakeholder groups with diverse value systems and cultures
11. Highly proficient in word processing and spreadsheet software
12. Facilitation skills is a definite asset

EDUCATION and EXPERIENCE:

1. Bachelor's degree in a related field is required
2. At least three years of work experience in planning, monitoring and evaluation of development programs in an international development setting is required

LANGUAGE:

Written and oral fluency in English is required. Written and oral competency in another language such as French, Spanish or Portuguese is a definite asset.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAVEL DEMANDS:

International travel is required for up to 12 weeks per year.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasional international travel to destinations with rough terrain, unreliable access to water and electricity, and increased exposure to illness.