

Manager, Programs and Business Development

Location: Greater Toronto Area / Region of Waterloo / Virtual

Department: Programs & Business Development (P-BD)

Duration: 15-month maternity leave contract with potential for full time.

Hours of work: Traditional business hours with flexibility

Reports To: Sr. Director, Programs

Compensation: Competitive salary, Benefits package, RRSP matching

About Opportunity International Canada (OIC)

OIC is an international, non-profit organization with a mission to eradicate global poverty through financial inclusion, entrepreneurship training, and support. As a Christian faith-based organization, OIC is motivated to serve people living in poverty across the world, regardless of religion, race, ethnicity, or gender. OIC is one of five partners of a global network including members across Canada, U.S., Australia, UK, and Germany.

Opportunity reaches families marginalized people through 100+ implementing partners in 33 developing countries.

OIC's Programs & Business Development (P-BD) department oversees and coordinates multiple projects through program, partner, and project management, and relationship and capacity building, to achieve the organization's strategic goals. They develop grants, reports, and fundraising resources for technical and non-technical donor prospects and audiences in alignment with the strategic program plan, the organization's established mission and vision and UN SDGs.

Position Summary

Reporting to the Sr. Director, P-BD, the Program Manager is accountable for oversight and management of a portfolio of OIC's international programs. This includes all aspects of program management, the development of fundraising and stewardship resources and content, striving to reach technical and institutional fundraising goals. It may also include training and updating OIC staff around programs, tracking OIC impact, planning donor experience activities including insight trips, as directed by the Sr. Director.

Responsibilities can span a wide variety of activities as needed to support OIC's lean program unit through its current season of transition and growth.

Major Duties/Activities/Areas of Responsibility Business Development & Philanthropy Support

Grants, Concept Notes and Proposals:

- Lead / contribute to program design and the generation of concept notes and full proposals
- Manage relationships with specific government and institutional donors such as Global Affairs Canada (GAC) and Grand Challenges Canada GCC), for both current projects and future projects
- Generate compelling and inspiring custom and boilerplate proposals, concept notes, and letters of interest for existing and prospective funders in collaboration with the Marketing team

Impact and Progress Reporting:

- Track disbursements and reporting requirements for all projects funded by private donors and institutional donors
- Follow-up with appropriate project partners and stakeholders for updates, metrics and content required for impact tracking and progress reporting
- Generate compelling and inspiring reports demonstrate progress and impact in collaboration with the Marketing team to retain funding from private supporters
- Lead the preparation of annual and semi-annual donor reports for government and institutional funders, coordinating with partners and consultants to collect, validate, and synthesize data, and ensuring all submissions meet donor requirements

Program Management

Project Management

- Lead day-to-day program management for institutional donor-funded projects, ensuring activities are delivered on time, within scope, and aligned with approved project plans
- Develop, implement, and maintain project management processes, tools, and templates for GAC and other institutional donors
- Coordinate with implementing partners, consultants, and internal teams to operationalize project workplans, timelines, and deliverables
- Manage and maintain P-BD team project tracking systems, including ownership of Monday.com board

Financial Management

- Support project-level financial processes in collaboration with OIC Finance, including cash flow forecasting, budget updates, and variance analysis for OIC and implementing partners
- Monitor budget variance reports, reviewing expenditures to ensure alignment with approved budgets

Monitoring & Evaluation:

- Monitor and assess program performance against results frameworks, identifying risks, challenges, and opportunities for adaptive management
- Coordinate with partners and consultants to ensure timely collection, validation, and use of data to support evidence-based decision-making
- Conduct regular virtual meetings and periodic field visits to support implementation oversight and learning

Research & Thought Leadership:

- Collaborate with Marketing on content for OIC website, social media, educational and informational materials, and campaigns
- Understand underlying dynamics and effect of poverty on Implementing Partner countries and populations
- Develop thought leadership content that showcases OIC's capacity and impact, collaborating with Marketing & Communications to deliver evidence-driven materials for digital platforms, campaigns, blogs, LinkedIn posts, and external forums including webinars and conferences

Admin

Collaborate with Sr. Director to:

- Develop and manage Department Annual Budget and Forecast
- Develop semi-annual Project Portfolio
- Develop updates for Leadership Team and Board
- Support Insight Trips and International Visitors with in-country logistics

Job Specifications

Education

Degree or commensurate experience in Business Administration, International Business, International Development, or any other relevant field (Manager), Masters' or additional qualifications.

Experience

- Minimum of 3-5+ years program management experience demonstrating the capacity to collaborate with international partners, design programs, write concepts and proposals, manage budgets, ensure project execution and implementation, monitoring and evaluation, and project success, in time and on budget
- Ideally, experience implementing projects \$100k-10m+ international development programs, particularly those funded by GAC or other institutional donors
- Minimum of 3-5+ years of experience of procurement and management of technical donors and grants demonstrating successful track-record of technical donor fundraising and relationship management skills
- Strong knowledge or expertise in a specific technical areas such as Gender Equality, Human Rights, Environment and Climate Adaptation (ie. Climate Smart Agriculture), Results Based Management / Knowledge Management is a strong asset
- International experience is an asset. Lived experience in developing countries is beneficial

Knowledge, Skills/Abilities & Additional Information

- Knowledge of current international development innovative interventions
- Knowledge of business and financial principles, international program management, and monitoring and evaluation reporting
- Knowledge and technological proficiency including Zoom, Microsoft Teams, Word, Excel, PowerPoint, SharePoint.
- Knowledge of second language. Fluency in English is required. Fluency in Spanish is an asset

Skills/Abilities

Thinks Strategically

Formulates objectives and priorities and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.

Communicates Effectively

Articulates thoughts and expresses ideas effectively using oral, written, visual, and non-verbal communication and listening skills to gain deeper understanding.

Creativity and Innovation

Develops new insight ideas and innovations; questions conventional approaches; implements new or cutting-edge programs/processes.

Problem Solving

Identifies and analyzes problems. Weigh's relevance and accuracy of information. Evaluates alternative solutions and makes recommendations.

Working Conditions

Must be willing and able to:

- Work remotely with little direction
- Work effectively in a cross-functional, diverse, and busy team environment with limited supervision
- Work flexible hours, including occasional evenings and weekends
- Travel nationally and/or internationally 10% of the year
- Meet all national and international travel requirements
- Must be residing and legally eligible to work in Canada

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

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Send your resume and cover letter to careers@opportunityinternational.ca.

Applications will be accepted until Friday March 20, 2026