

Department:	Public Policy	
Responsible to:	Director, Public Policy	
Supervise:	Good Soil Team	
Classification:	G	
Status:	Fulltime; Term ending September 30, 2024 with possibility of extension	
Working Conditions:	Hybrid ¹ Sedentary	
Location:	Winnipeg preferred; other locations will be considered	May 2023

Background:

The Good Soil program focuses attention on the need for greater support by the Government of Canada on resilient food systems in the Global South that benefit small-scale food producers, especially women. This program is funded by the Bill and Melinda Gates Foundation.

Position Summary:

The Good Soil project manager is responsible for the overall management and implementation of an advocacy program working to influence public policy changes necessary to end global hunger, with focus on increasing Canadians' support for international development assistance and aid for agricultural development. This includes project planning, budget management, staff supervision, consultant management, and project monitoring and reporting responsibilities.

Regular travel to Ottawa will be required, with periodic domestic travel to other locations in Canada and the possibility of some international travel.

Primary Working Relationships:

The project manager reports to the director, public policy, and supervises a team of two staff. They work closely with other public policy staff and liaise with public engagement and communications staff. They are a member of the Foodgrains Bank's managers team.

¹ Canadian Foodgrains Bank defines hybrid work as three days per week in the office and up to two days per week in a remote location.

The project manager represents the Foodgrains Bank on external coalitions. They are responsive to the executive director, other senior staff and Canadian Foodgrains Bank members.

Roles and Responsibilities:

(Key: A = act; A&I = act & inform; AAC = act after consultation)

- 1. Program Management** – The project manager will provide overall management of the three-year Gates Foundation-funded advocacy project, including: **A**
 - 1.1. Planning** – Ensuring that project plans are developed and are aligned with commitments to the Bill & Melinda Gates Foundations (BMGF)
 - 1.2. Implementation** – Ensuring the project plans are implemented
 - 1.3. Monitoring** – Ensuring the project plans are monitored, that progress is measured against expected outcomes, and plans are adapted as needed
 - 1.4. Budget** – Managing the project budget, including the allocation and disbursement of project funds
 - 1.5. Reporting** – Ensuring timely and accurate reporting to the public policy directors, BMGF, and others as required
 - 1.6. Consultants** – Developing and managing consultants providing support services to the project
 - 1.7. Staff** – Supervising project staff, including:
 - 1.7.1.** Participating in recruitment of project staff
 - 1.7.2.** Providing ongoing support to project staff, monitoring performance to ensure that project outcomes are met, providing regular performance feedback and an annual performance review
 - 1.7.3.** Fostering team dynamics within the project team, and more broadly ensuring that project team members' work and activities are integrated into the broader work of the Foodgrains Bank program

- 2. Project Activities** – The project manager is responsible for leading and participating in project activities as needed and as time allows, including: **A**
 - 2.1. Research** – Conducting and/or monitoring research on various policies related to the project
 - 2.2. Public Engagement** – Working closely with the public engagement department, to ensure successful project implementation, including:
 - 2.2.1.** Educating Canadians on Canadian Foodgrains Bank policy positions, including making presentations to various public audiences
 - 2.2.2.** Involving Canadians in efforts to influence public policy changes, specifically an increase in ODA for agricultural development.
 - 2.3. Policy Changes** – Developing public policy change proposals with supporting rationale and background research, including:
 - 2.3.1. Policy Briefs** – Preparing project related public policy briefs and publications for internal and external audiences
 - 2.3.2. Influence** – Persuading decision-makers to take actions necessary to improve hunger-related public policies
 - 2.4. Networking** – Collaborating and engaging with Canadian Foodgrains Bank staff, member agencies, other Canadian NGOs, government officials, and international contacts to research, share information about, and promote positive changes to hunger-related public

policies, including:

2.4.1. Representing the Foodgrains Bank and its mission with integrity in local, national and international settings

2.4.2. Being the face of the project, both internally and externally

2.5. Coalition work – Leading and/or contributing to coalitions of organizations that address hunger-related issues like the inter-agency Food Security Policy Group

3. Interdepartmental Collaboration – The project manager will work closely with other staff at the Foodgrains Bank, including: **A**

3.1. Working closely with public engagement and communications staff to make the advocacy case to supporters

3.2. Seeking opportunities for interdepartmental collaboration and learning with the international program department

4. Other Tasks **A&I**

4.1. Contributing to the broader work of the public policy department as requested

4.2. Other tasks as assigned by the director of public policy

Qualifications:

Education:

- Degree or diploma in a relevant field of study such as in government relations, political science, project management, communications, or international development.

Experience:

- At least three years' experience implementing public policy advocacy programs with experience in a combination of government relations, policy development, networking, advocacy, and communications.
- Prior experience in project management and staff supervision.

Special Skills

- Demonstrated skills and ability in project and people management
- Demonstrated capacity for strategic thinking and planning
- Experience implementing public policy advocacy programs
- Capacity to manage and oversee a budget
- Leadership and team building skills
- Good knowledge of aid for agriculture policy issues
- Strong written and oral communication skills
- Ability to manage complex organizational relationships
- English language fluency
- Must identify with and support the Foodgrains Bank's Christian identity and mission, and be able to articulate the relationship between a Christian faith commitment and the public policy work of the Foodgrains Bank.
- Alignment with the Foodgrains Bank's values: compassion, equality, generosity, dignity, justice, peace, right to food, right relationships

- Availability for domestic and international travel

Assets:

- French language fluency
- Previous international work experience in a relief and development context
- Experience working with government, non-governmental agencies and churches