
Department:	International Programs	
Responsible to:	Senior Manager, Program and Network Services	
Supervise:	n/a	
Classification:	F	
Status:	Permanent, Fulltime	
Working Conditions:	Sedentary, office-based, occasional travel to regions with limited amenities	
Location:	Winnipeg Preferred, other locations considered, hybrid ¹	February 2024

Position Summary:

The Program Development Officer coordinates the International Program Department's efforts to identify, fund and launch new high-quality programming in line with the Foodgrains Bank strategic plan. This includes facilitating processes to collaboratively design and develop new programs for submission to institutional funders and assisting in both the inception phase of successfully acquired grants and final reflections after grant completion to learn lessons for future programming. The officer will also support the Public Policy Department in researching new funding sources.

This position is part of the International Program Department and is supervised by the Senior Manager, Program and Network Services.

Periodic domestic and international travel will be required.

Primary Working Relationships:

The Program Development Officer is part of the Program and Network Services team within the International Program Department.

This position reports to the Senior Manager, Program and Network Services, but will work closely with all three departmental senior managers (Agriculture and Livelihoods; Humanitarian and Nexus; Program and Network Services) and the International Program Director on the development of new funding proposals and the inception phase of new programs and grants. This position will work collaboratively with the Public Policy Director to seek out new funding sources for our policy and advocacy work.

The Program Development Officer will relate to other technical staff in the department as required, as well as working with members and partners on all phases of seeking funding and new program design. Building strong working relationships with member organizations that participate actively in new grant development will be critical for success in this role.

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

Roles and Responsibilities: (Key: A = act; AI = act & inform; AAC = act after consultation)

1. Identification of Institutional Funding Opportunities – Lead on identifying viable institutional funding opportunities that contribute to the advancement of the Foodgrains Bank strategic plan.	
1.1. Research and identify key institutional funding opportunities for potential submission of concept notes and proposals.	A
1.2. Stay abreast of institutional funding trends and opportunities and prepare briefs to be shared with Foodgrains Bank staff and members.	A A
1.3. Work to establish and maintain effective relationships with institutional funders.	AAC
1.4. Contribute to internal learning processes to identify Foodgrains Bank programming successes for potential replication and scale-up with future institutional funding.	AI
1.5. Collaborate with colleagues to identify strategic opportunities to share Foodgrains Bank programming experiences and disseminate results and learning through relevant meetings, networks, conferences and other events.	
2. Program Funding – Coordinate and support the development of program concepts and designs suitable for institutional funding solicitation.	
2.1. Work with members, partners, international program staff, international technical staff, and finance team staff to develop program and project concepts, designs and budgets consistent with the strategic priorities of Foodgrains Bank.	AAC
2.2. Ensure clear and regular collaboration and communication with members and Foodgrains Bank staff throughout program design, proposal development, and inception.	AAC AAC
2.3. Lead in the development, writing and presentation of concept notes and proposals to potential sources of funding.	
3. Program Inception – Support the inception and integration phases of newly funded programs.	
3.1. Work with Foodgrains Bank staff, members and partners on timely inception of new programs.	AAC
3.2. Support on management and human resources tasks such as budgeting, the development of management structures, secondment arrangements with other hiring agencies, project/program governance structures and drafting job descriptions.	AAC
3.3. Liaise with donors, as necessary, in the inception phase of new grants until new program staff are recruited and integrated into the program team.	AAC AI
3.4. Complete other tasks as required to ensure smooth inception and integration of new programs.	
4. Program Implementation Support – Support the ongoing implementation of new programs.	
4.1. Communicate regularly with program funders and ensure that funders are appropriately acknowledged by Foodgrains Bank.	AI
4.2. Apprise other Foodgrains Bank staff and Foodgrains Bank members of activities in grant-funded projects and programs.	AI AAC
4.3. Contribute to program reporting if required.	AAC
4.4. Contribute to research, learning and/or evaluation activities related to program funding.	AAC
4.5. Coordinate or support reflection processes on program implementation, program governance and models of network collaboration to draw lessons for future programs.	
5. Other Activities – Participate in the work of the international program department and broader sector activities:	
5.1. Participate in sub-team, departmental and organizational meetings and make positive contributions to organizational culture.	A A

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| 5.2. Contribute to interdepartmental collaboration. | A |
| 5.3. Participate in relevant sectoral and professional networks in Canada. | AAC |
| 5.4. Participate in professional development activities relevant to program funding and grant writing. | AAC |
| 5.5. Complete other tasks as requested by the Senior Manager, Program and Network Services. | |
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Qualifications:

Education:

- Completion of a relevant course of study (degree or certificate) in project management, food security, humanitarian assistance, international development or equivalent demonstrated knowledge of program development and grant management, especially in the context of humanitarian assistance and food security programming.

Experience:

- A minimum of five years of experience in project/program design and grant proposal writing.
- Understanding of food security and food systems (humanitarian and nexus programming; agriculture and livelihoods programming).
- Familiarity with institutional donor requirements.

Special Skills

- Track record in grant writing and securing grants from institutional or governmental donors.
- Excellent writing skills and the ability to accurately distill written information.
- Fluency in written and spoken English.
- Excellent communication and facilitation skills in cross-cultural team environments.
- Ability to efficiently navigate and analyze complex donor requirements and communicate those to colleagues.
- Ability to meet deadlines under pressure.
- Strong financial management and budgeting skills.
- Excellent attention to detail.
- Must identify with and support our Christian mission and identity, and our core values: compassion, equality, generosity, dignity, justice, peace, right to food, and right relationships.

Assets:

- Proficiency in the use of spreadsheets.
- Other languages would be an asset for communication with donors and partners.
- Experience implementing humanitarian and/or agricultural projects and programs.