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Employment opportunity

Title: **ACTIF Senior Grants Officer**
Organization: **Equitas – International Centre for Human Rights Education**
Location: Montreal, Canada and remote work
Salary range: \$56,000 - \$71,000
Status: Full time, contract for the duration of the project, ending on May 31, 2027
35 hours/per week

Application

deadline: **August 15, 2021**
Start date: September, 2021

Be a part of positive social change

Imagine working for an organization that's core mission is to advance equality, social justice and respect for human dignity. Imagine your work aligning with your personal values and being a part of creating positive social change every day through transformative human rights education programs. Alongside 55 like-minded employees based in Canada, you could contribute to the empowerment of people to address inequalities and discrimination, and work to build more inclusive and rights-respecting communities with Equitas.

The Opportunity

Equitas is seeking a highly motivated ACTIF Senior Grants Officer with a passion for human rights, equality and inclusion and with experience in working and managing partnerships with grassroots organizations engaged in development and social justice work. Under the responsibility of the Fund Director Act Together for Inclusion the ACTIF Senior Grants Officer will coordinate the development of grant-making tools and processes and will coordinate the initial review and assessment of proposals to the Fund. They will ensure a sound reporting to the funder and will be the main point of contact with Canadian Fund recipients. The ACTIF Senior Grants Officer is a member of the ACTIF team at Equitas and works closely with the Dignity Network Canada, as well as with the Education and Communication teams at Equitas.

About Act Together for Inclusion Fund

The *Act Together for Inclusion Fund* (ACTIF) is being established to enhance the respect, protection and fulfillment of the human rights of, and socio-economic outcomes for lesbian, gay, bi-sexual, trans, queer, two spirited and intersex (LGBTQ2I) persons in countries eligible for overseas development assistance (ODA). The implementation of ACTIF will be guided by



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principles of intersectionality, inclusion, indivisibility of human rights and 'do no harm.' ACTIF will support projects designed by Canadian intermediaries – civil society organizations (CSOs) with a track record of working on LGBTQ2I issues and established connections to local LGBTQ2I CSOs and movements in ODA eligible countries. ACTIF will be managed by Equitas in collaboration with Dignity Network Canada. ACTIF will enable Canadian organizations working to further the human rights of LGBTQ2I persons, with new opportunities to implement programming in developing countries.

Tasks and Responsibilities

- Develop the call for proposal and due diligence tools, and coordinate call for proposal processes and communications;
- Responsible to coordinate the initial review of project proposals by the ACTIF team, to assess whether basic eligibility criteria have been met, and prepare documentation to be shared with the selection committee;
- Lead the initial preparation / review, negotiation, due diligence, monitoring, and modifications of agreements with Fund recipients and sub-contractors;
- Provide guidance and support to Canadian Fund recipients on project management, including on monitoring, evaluation and reporting of project results and activities, financial management, and in developing an understanding of funder requirements and expectations.
- Ensure that performance indicators and targets are being met and remain relevant and in accordance with the project design and work plan;
- Ensure timely submission and quality of reports;
- Monitors the project budget
- Undertake monitoring visits with Canadian Fund recipients and/or to international project locations, as required.
- Manage the planning, organization, and delivery of the capacity-building activities implemented as part of the ACTIF project, in collaboration with the ACTIF team at Equitas and the Dignity Network Canada;
- Support funded projects and partner organisations in meeting requirements of Global Affairs Canada, as it relates to security, preventing sexual violence, exploitation, harassment and discrimination, results-based management, gender-based analysis and human rights-based approaches.
- Support the implementation of the communication strategy and plan for the ACTIF project, led by the ACTIF communications officer.
- Work with the ACTIF team, the Knowledge manager and Dignity Network Canada to develop and implement knowledge products and exchange strategies and plans;
- Support efforts to document project results and lessons learned;
- Represent Equitas at conferences, workshops, forums, DNC community of practice, etc. as required.



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- Actively participate in and support Learning Committees and Program Unit processes and organizational processes;
- Provide support to and participates in meetings of the Board Program Committee;
- Perform other duties as determined in consultation with the Fund Director, ACTIF.

About you

You're passionate about human rights and social justice. You're motivated by challenges and you're committed to the stated objectives and principles of the Fund as well as Equitas' values. You are committed to fostering a work environment that is inclusive and reflective of the diversity, in particular LGBTQ2I. You have excellent administration and organizational skills, including the ability to prioritize tasks and handle multiple initiatives under tight deadlines. You have excellent inter-personal and communication skills and demonstrated capacities to work in partnership with diverse set of stakeholders in Canada and internationally.

What is essential for role

- Eligibility to work in Canada and be based in Montreal;
- Excellent written and oral communication skills in both of Canada's official languages (verbal and written fluency required);
- Minimum 5 years' proven experience in program/project management in the NGO or social sector;
- Solid understanding of the human rights-based approach, and gender equality and result-based management principles;
- Enthusiasm and adaptability.

What is an asset to the role

- Experience working in a grant-making or funding organization a strong asset;
- Experience working and managing partnerships with grassroots organizations engaged in development and social justice work (in Canada and/or abroad), in particular those working with marginalized communities a strong asset;
- Proficiency in the use of computers, including word processing, database, knowledge of Salesforce considered an asset;
- Skills in any languages in addition to English and French.

What we offer

- We offer the chance to be a part of and make up a diverse and engaged team who are all meaningfully contributing to positive social change in Canada and around the world in their own way.
- We value self-care, inclusion and empathy towards all team members and place a strong emphasis on work-life balance. In addition to vacation time, we offer 2 weeks off over the winter holidays.



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- We're all about learning and offer all employees the opportunity to participate in Learning Committees based on their interests and participate in a workplace culture that is constantly looking for ways to improve and innovate.
- We have a centrally located office with a beautiful view of Mont-Royal (although we're currently operating remotely).
- We believe in trust and openness and offer a flexible work environment.
- We believe in creating space for everyone to lead and offer opportunities within our governance structure to allow for individuals in all roles to take on opportunities for leadership.
- We offer a comprehensive benefits package which includes a competitive salary for the NGO sector, 3 weeks paid vacation (4 weeks after 3 years), paid personal days, medical, dental and life insurance, a group RRSP and much more!

Join us!

Given the nature of our work, Equitas strongly encourages applications from any candidates who have experienced marginalization, in particular, Black, Indigenous, and People of Colour, LGBTQ2I people, and people living with disabilities. Candidates who wish to do so may self-identify in their application.

At Equitas, we do not tolerate harassment, discrimination, violence, or abuse of any form. All employment offers are conditional of the signing of Equitas' Human Resources Policy, our Policy on Preventing Sexual Violence, Harassment and Discrimination and satisfactory references. Equitas thanks all applicants for their interest. However, only applicants selected for an interview will be contacted.

For further information about Equitas consult our website at www.equitas.org.

How to apply?

Please send 1 attachment (cover letter and C.V.) with your name and **ACTIF Senior Grants Officer** in the subject line by **August 15, 2021** to:

Catalina Lomanto

requitas@equitas.org