



DIGNITAS

Job Posting: Grants Officer

Location: Toronto, ON with possible travel within Canada and to Malawi

Reports to: Director, Development and Communications

Type of contract: Full-time permanent

Anticipated start date: May 1, 2018

Salary and benefits: \$50,000 - \$60,000 depending on qualifications and experience, with a generous medical and health benefits package and four weeks of vacation

Who We Are

At [Dignitas International](http://dignitasinternational.org/), we believe in the inherent dignity of every human being and that the right to health belongs to everyone. We work on the frontlines to deliver medical care, conduct high-impact research to strengthen health systems, and use our experience and evidence to advocate for equitable national and global health policy. Dignitas is a registered charity in both Canada and the United States with its headquarters in Toronto, Canada. For more information, please go to our website <http://dignitasinternational.org/>.

The Charge

We are looking for an active member of our Development team that works across two functions within the organization: proposal development and grants management. The Grants Officer will support Dignitas' institutional & foundations funding strategy to identify and pursue funding opportunities and secure new grants. The person in this position will coordinate the monitoring, reporting, and compliance of ongoing institutional and foundation grants.

Qualifications and Experience

- Undergraduate degree in development, project management, public health or related discipline. Master's degree in the area of social, public health or environmental sciences is an asset.
- Experience in the Global Health sector a strong asset
- Minimum 2 years' experience in writing proposals and coordinating grants
- Excellent writing skills in English with a demonstrated track record of successful multi-year, multi-sector programmatic proposals
- Demonstrated ability to establish cross-departmental teams

- Experience with donor and international government funding agencies
- Familiarity with program cycle management approaches and tools
- Excellent numeracy skills for budget development and monitoring; understanding of donor compliance issues.
- Project planning, monitoring and evaluation techniques

Personal Attributes

- Passion and commitment to global health
- Excellent interpersonal, communication and collaboration skills
- Good time management skills and ability to work under pressure and tight deadlines
- Strong analytical and organizational skills
- Resilient, collaborative and hardworking
- Energetic, motivated with a 'can do' attitude

For a complete job description, please visit <http://dignitasinternational.org/careers>.

Want to apply?

Please forward your cover letter and resume to jobs@dignitasinternational.org with 'Grants Officer' in the subject line.

Applications will be accepted until April 30th at 12pm EST.

We sincerely thank all those who apply, however only those considered for an interview will be contacted. Applications will be short-listed on a regular basis and the position may be filled prior to the closing date.