

**Christian Reformed Church in North America**  
**WORLD RENEW**

**POSITION DESCRIPTION**

**Job Title:** Project Manager (International Disaster Response Grants)  
**Department:** International Disaster Response Team (IDRT)  
**Reports to:** Disaster Response Team Leader  
**Status:** Full time, salaried  
**Salary Level:** 13

**PURPOSE:**

This position will be responsible for: 1) the development and submission of detailed proposals to institutional funding agencies and; 2) managing international disaster response projects. The submission of proposals and the management of assigned disaster response projects will be done in accordance with grant and project agreement requirements. It will ensure the engagement and participation of all identified and necessary stakeholders. The position will work in close collaboration with other members of the International Disaster Response Team by providing support in sudden onset emergencies and/or availing technical skills to support the development, monitoring and evaluation of other projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Grant and Project Management:**

1. Pursue opportunities and secure funding for World Renew's disaster response by designing and submitting funding proposals for disaster response projects
2. Manage the implementation and administration of multiple disaster response projects including those with large multi-year budgets in accordance with donor requirements while ensuring participation of key stakeholders
3. Ensure that proposals for submission and the implementation of projects include key components and analysis of gender and environmental principles in disaster response work
4. Manage and support the regular monitoring of grant/project implementation to track milestones, compliance, timeliness and deliverables through the analysis of periodic reports and provision of feedback to partners, including regular visits to project sites
5. Manage and maintain all contractual terms and conditions of a grant/project to ensure the integrity of the relationship with the granting institution and the successful outcome of the grant/project
6. Ensure regular and effective communication between all stakeholders (e.g. field staff and partners, World Renew Community Development staff and International Relief Managers)
7. Manage a process that ensures timely and appropriate transfer of funds for programming, and local purchases of resources or transport
8. Maintain records and data associated with the projects

**Coordination and Collaboration:**

1. Contribute to the strengthening of relationships with relevant government funding departments, particularly Global Affairs Canada, by attending meetings and networking events in North America (e.g. Humanitarian Response Network, Canadian Council for International Cooperation, Canadian Food Grains Bank, InterAction, ACT Alliance, Integral Alliance)
2. Monitor trends and developments in humanitarian funding and advise on appropriate strategies to respond to these emerging trends while maintaining the integrity of World Renew's programming approach
3. Support colleagues in the International Disaster Response team by collaborating on proposals for submission, supporting needs assessments, providing surge capacity in sudden-onset emergencies and participating in project evaluations
4. Liaise with the Grants Manager, (Delta Team) and the Associate Director, Grants (Delta Sub-Team) to ensure disaster response funding opportunities with US funding institutions, such as Office of Foreign Disaster Assistance/United States Agency for International Development (USAID), are pursued and relationships developed
5. Contribute and collaborate with other partner agencies in managing and coordinating projects in consortium ensuring the integrity of World Renew's commitment and the success of the overall program
6. Attend and participate in meetings of the team and contribute to a team culture of mutual support, accountability and learning
7. Participate in World Renew working group(s)
8. Perform other duties as assigned

**SUPERVISORY RESPONSIBILITIES:**

Project based positions, International Relief Managers (IRMs) and volunteers

**QUALIFICATIONS:**

1. A Christian with a compassionate heart for the poor and suffering
2. Demonstrated commitment to promote a work environment and respectful relationships that value diversity and equality
3. Committed to working towards gender equality in all aspects of our programming, plans, policies and organizational structure
4. Proven record of writing successful technical projects responding to solicitation in a limited amount of time
5. Demonstrated ability to design and implement appropriate disaster response projects and secure funding for implementation
6. Demonstrated working knowledge of Project Management, Results Based Management methodology and programme design that incorporates strong gender and environmental principles
7. Ability to communicate effectively with funding agencies and partners
8. Working knowledge of disaster response and community development issues and processes
9. A flexible team player
10. Professional, co-operative demeanour
11. Disciplined, self-motivated work style; able to function competently and productively with little supervision
12. Demonstrated ability to adapt to changing needs and priorities
13. Demonstrated organisational skills with excellent attention to detail
14. Demonstrated ability to conceptualise, work with numbers (project data and budgets), prepare and write reports
15. Demonstrated ability to manage the pressures of international disaster response program work, including responding on short notice and tight deadlines

**EDUCATION and/or EXPERIENCE:**

1. A bachelor's degree in project management or other relevant related field
2. At least four years of international experience in a development or disaster response context including a minimum of three years of experience in managing projects from institutional funders and experience in an administrative role
3. Experience with agriculture or livelihoods programming in an emergency context or specialization in WASH (water, sanitation and hygiene) programing is desirable, in addition to experience with the submission of successful funding applications

**LANGUAGE:**

Written and oral competency in English is required. Written and oral competency in Spanish, French or other languages is an asset.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

This incumbent will travel regularly and as needed to conduct needs assessments and gather first-hand information to formulate project proposals and reports. Travel consisting of domestic and international trips of various durations is approximately 25% time. It involves travel conditions with unreliable access to water and electricity and increased exposure to illness. The physical conditions in disaster areas and contacts with disaster survivors are physically and mentally challenging.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This incumbent will travel to and in disaster areas; this may result in additional threats to health and safety.