



## Job Description: Project Manager

The Prosperity Project (TPP) is a charitable organization with a mission to identify and eliminate the barriers and biases that impede women's success; limiting their, and Canada's access to increased economic prosperity. We operate three key programs that drive our mission: The Annual Report Card (ARC), The Canadian Households Perspective (CHP), and The Rosie Mentorship Program (Rosie).

Using data from ARC and CHP and best practices from the operation of Rosie, TPP's Impact Project will convene corporate, community, and government leaders in multiple Canadian jurisdictions to develop actionable recommendations that can support women's advancement. Through the Impact Project, we will also work to encourage and facilitate the implementation of these recommendations across the country.

### The Opportunity

Reporting to the Director of Operations and Strategic Partnerships, the Project Manager will serve as the lead on all Impact Project operations. They will oversee the planning and execution of roundtables, stakeholder meetings, policy paper publication, and more. They will be responsible for ensuring that any reporting related to the project is accurate and timely. The ideal candidate for this role will have experience managing programs or projects that are national in scope. They will demonstrate superior problem-solving skills, attention to detail, creativity, and financial acumen. Fluency in both of Canada's official languages is considered a significant asset.

### Position

**Start date:** July 2024

**Duration:** Three-year contract concluding March 31, 2027

**Salary:** \$65,000-\$70,000 per year with health and dental benefits, vacation, sick days, and entirely virtual work environment

Interested applicants are encouraged to submit an application package at their earliest convenience. Applications will be reviewed on a rolling basis. Please see below for application instructions.

### Responsibilities

#### Project Management

- Oversee the planning and execution of roundtables and other events/meetings related to Impact Project;
- Maintain and manage relationships with project stakeholders;
- Oversee and complete all grant reporting with a keen eye for qualitative and quantitative detail;
- Ensure all reports (financial and narrative) are completed and submitted on time and in accordance with our agreements, coordinate with relevant teams to compile report;
- Ensure that the Impact Project team is regularly informed of project activities and requirements and is equipped to manage their project responsibilities;
- Be accountable for program delivery from start to finish and address any issues that arise with haste and transparency.

### **Compliance**

- Take ownership of ensuring compliance with grant requirements;
- Maintain accurate financial records and receipts for all program costs;
- Support on financial reporting in accordance with agreement(s);
- Build and implement internal procedures for managing and reporting on grant-related information;
- Prepare and review budgets;
- Collaborate with external auditors when needed.

### **Required skills**

#### **Minimum qualifications**

- Post-secondary degree in public administration, gender studies, policy, or similar field of study;
- Experience in managing a long-term project, preferably national in scope;
- Strong financial skills encompassing agreement expense tracking, budget creation and monitoring, financial reporting;
- Experience with government grant reporting.

#### **Preferred qualifications**

- Creative problem-solving skills including the ability to identify potential issues before they arise;
- Familiarity with data analysis and presenting data for various audiences;
- Ability to confidently manage competing priorities;
- Strong writing and communication skills. Ability to communicate complex information simply, effectively and appropriately, to a wide range of people, both verbally and in writing.

- Rigorous attention to detail
- Ability to guide a team toward meeting project requirements;
- Experience with planning and implementing formal procedures;
- Experience and comfort managing relationships with stakeholders from multiple backgrounds and industries;
- Bilingualism (French/English) strongly preferred.

### **Application process**

In your cover letter, show us your commitment and passion – we want to know what drives you to and why you are interested in joining the TPP team. To be considered for this role, applications with cover letter and resume must be sent by email to [julie.savardshaw@canadianprosperityproject.ca](mailto:julie.savardshaw@canadianprosperityproject.ca). Please include the subject line Project Manager—Your Last Name. **Applications are due June 14, at 4 pm EST.**

The Prosperity Project is deeply committed to Diversity, Equity, and Inclusion. It's what we do. We encourage applicants who identify as belonging to underrepresented groups to apply. We will never disqualify or devalue an application on the basis of race, religion, gender identity, nationality, age, or disability. Please contact us if you require any accommodations during the recruitment process.