



Canadian Lutheran World Relief

JOB PROFILE

Job Title	Senior Manager – Grants & Partnership Development
Department	Programs
Location	BC, MB, ON – Remote and hybrid options available
Classification	Permanent, Full-Time (36.25 hours/week)
Salary	\$91,200 - \$100,800
Reports to	Director of Humanitarian Programs & Director of Development Programs
Closing Date	December 1, 2025

About CLWR

We're one of Canada's oldest, most trusted humanitarian agencies, but a lot of days, working here feels like a startup. We hope to be the best of both, and we also want CLWR to be the best employee experience you ever have.

We work on some of the most urgent global challenges of our time, facilitating a Canadian response to some of the bleakest situations in the world — like wars in Gaza, Sudan and Ukraine, hunger in South America and East Africa, and refugee crises worldwide.

Like many other international relief and development organizations, we're facing big challenges of our own and navigating serious uncertainty. We're meeting that moment by taking big swings to expand our ability to make a real difference in the world. In our 80th year, we're evolving aggressively with new approaches that are transforming how we work. We combine the nimbleness and optimism of a start-up with the resilience, legacy and partnerships of a storied faith-based movement. We're just the right size to have resources to work with, without endless bureaucracy slowing us down.

Our team is made up of the incredible people who have built a culture of conviction and competence. They're energetic, creative and passionate in their work for a world where people live in justice, peace, and dignity. Whatever your religious background, abilities, race, gender identity, or sexual orientation, if you can match that energy, you'll be a great fit here.

We're sure this can be your dream job – a chance to dedicate your talents to a more just world while being treated and valued as a whole person with a life outside of work: flexible hours, generous compensation, Fridays off in July and August, 100% employer-paid benefits premiums, 8% RRSP matching, and openness to remote and hybrid work arrangements that suit your life. And maybe most importantly, we offer an environment of respect and support from peers and supervisors, and the chance to work with a really special group of people who will no doubt turn into lifelong friends. The folks we partner with across The Lutheran World Federation, Canadian Foodgrains Bank, Humanitarian Coalition, and the Manitoba Council for International Cooperation are all pretty great, too.

We're growing our team to meet growing challenges, and we couldn't be more excited. Join us.



Canadian Lutheran World Relief

About the role

With supervision and support from the Co-Directors of our Program Team, the person in this role will lead efforts to diversify CLWR's institutional funding base. They will lead a major donor mapping initiative to identify and cultivate relationships with private and institutional donors across Canada like philanthropic foundations, charitable trusts, corporate donors, and various innovative financing sources. They will continually update that mapping, advise the Co-Directors on strategic funding opportunities, and collaboratively lead proposal development with The Lutheran World Federation (LWF) partners around the world.

We have a talented team of people already stewarding and growing our funding partnerships with the likes of Global Affairs Canada, Humanitarian Coalition, and Canadian Foodgrains Bank. On occasion this role will be looped in to support them as well, but the primary focus will be building partnerships with new funders like the ones mentioned above.

About the person we're looking for

We're looking for someone with 5-7 years of proposal development experience with a diversity of institutional funders, including private, philanthropic, and innovative finance sources. They're familiar with the international assistance funding landscape in Canada, including new or innovative approaches (ex. blended finance, climate finance, impact investing, and so on), will have secured funding from an array of funders for international relief and development work, and will welcome the challenge of building a new funding stream that supports some incredible work around the world. They'll need to work in English, but fluency in French or another language would be a real asset as well.

They're skilled at building results and monitoring frameworks, complex project budgets, and donor compliance checks, but also excel as a networker, partnership builder, and effective communicator with diverse audiences. They work well in multicultural teams and are ready to offer leadership, take feedback, and grow and learn alongside others. And of course, they must be eligible to work in Canada.

Given the nature of the work and the partnerships we have around the world, we'll need someone who's open to occasionally working some flexible hours and to travelling up to 30 days per year internationally and domestically.

Sound like you?

This will be a challenging job, but you would be well supported. The Program Team and its Co-Directors bring a wealth of experience you would lean on and learn from, and you would be plugging into an org-wide strategy that is dynamic and supported at all levels.



Canadian Lutheran World Relief

KEY RESPONSIBILITIES

Description	% of Time
Proposal & Program Development • Lead the development of high-quality concept notes, proposals, and related partnership materials tailored to the interests and requirements of prospective donors in Canada and internationally • Coordinate internal proposal development processes, including collaboration with Program Managers and partners on writing, budgeting, editing, and submission • Support other departments in developing donor-facing content, as needed • Post-award, ensure smooth handover of the file, including RBM framework and programmatic partnership, to a Program Manager for ongoing management • As needed and instructed by the Co-Directors, contribute to proposal development for other donors including, but not limited to, Global Affairs Canada, Humanitarian Coalition, or Canadian Foodgrains Bank	40%
Scoping & Strategy Development • Lead donor mapping efforts to identify grantmaking nonprofits, private funders, philanthropic foundations, corporate CSR programs, and innovative finance mechanisms that align with CLWR's values and funding priorities • Develop and maintain a pipeline of target donors and funding opportunities • Analyze sector funding trends and eligibility criteria and support Co-Directors to integrate new funding sources into CLWR's grants acquisition strategy	30%
Relationship Building & Representation • Support Co-Directors to cultivate and maintain relationships with prospective donors • Represent CLWR at donor meetings, sectoral working groups, and networking events. • As instructed by Co-Directors, collaborate closely with CLWR fundraising colleagues to align donor outreach with organizational stewardship strategies	20%
Other Organizational Tasks • Contribute to various initiatives as requested by Co-Directors • Participate in team meetings, learning initiatives, and strategic planning sessions.	10%

You can apply by submitting a single PDF document including a cover letter and resume to hr@clwr.org

Closing date is December 1, 2025. Please quote "Senior Manager – Grants & Partnership Development" in the subject line of your email. We look forward to connecting with applicants shortlisted for interviews.