



# PWRDF

The Primate's World Relief  
and Development Fund

## **Position Profile: Team Lead of Partnerships and Programs**

The vision of PWRDF is for a truly just, healthy and peaceful world.

Within that vision, the Team Lead of Partnerships and Programs provides leadership to a dedicated team working with partners, globally and domestically, to promote learning, build collaboration and deliver results to further PWRDF's Strategic and Annual Plans.

The Team Lead of Partnerships and Programs, reporting to the Executive Director, promotes and thrives in a diverse and rights-based organization. The Team Lead values the historical legacy that PWRDF enjoys with the Anglican Church of Canada and draws on this legacy to strive for a fairer and more sustainable and inclusive world.

Significant responsibilities of PWRDF's Team Lead of Partnerships and Programs include:

1. Coordinate team and individual plans and outcome reports
2. Supervise and work with staff to develop and attain goals, providing support and feedback
3. Align all team work with PWRDF's Strategic and Annual Plans
4. Allocate and manage team and partner budgets, ensuring effective reporting and variance analysis on budget lines
5. Identify institutional funding opportunities and develop proposals. Ensure regular reporting on program impact and results for use in fundraising and donor relations work
6. Promote monitoring, evaluation, reporting and learning across the organization
7. Ensure an institutional ability to respond quickly and effectively to humanitarian needs
8. Integrate and ensure commitment to Gender Equality as well as policies and procedures for Preventing Sexual Exploitation and Abuse (PSEA) across the organization
9. Collaborate with and ensure mutually supportive relationships with key PWRDF stakeholders, including the Anglican Church of Canada and its agencies, PWRDF's volunteer network, select ministries and agencies of the Canadian Government, the Canadian Foodgrains Bank and ACT Alliance
10. Support and promote team processes, collaboration and outcomes across PWRDF
11. Serve as an ambassador of PWRDF through speaking, writing, presentations and active representation of PWRDF
12. Participate in organizational and strategic planning, management decision making and policy development, implementation and review