

Program Manager, Education and Learning

POSITION: Program Manager, Education and Learning

LOCATION: Toronto, Ontario

ABOUT MASTERCARD FOUNDATION

Mastercard Foundation is a global foundation based in Toronto, Canada. Our programs promote financial inclusion and advance youth learning in Africa. The Foundation was established in 2006 through the generosity of Mastercard when it became a public company. From inception, the Foundation was designed to be a separate entity and independent from Mastercard. Our policies, operations and funding decisions are made by our President and Board of Directors.

The Foundation believes that every person has the potential to transform their lives and improve the lives of their families and communities. The Foundation collaborates with partners to advance sustainable and scalable solutions in microfinance and youth learning, focusing on countries that face high rates of poverty and growing numbers of out-of-school youth. Much of this work will be accomplished by building strong institutions in developing countries – particularly Africa – and investing in robust evaluation and learning agendas.

The Foundation values innovative and fresh thinking as it strives to become a global thought-leader. Its work is achieved by a strategic, nimble and highly entrepreneurial team with a proactive and results-oriented approach to its philanthropic activities. The organization's culture is shaped by people who are driven and passionate about the Foundation's mission.

EDUCATION AND LEARNING

The Education and Learning program is one of three programmatic areas within the Foundation. Our strategies include:

- Expanding access to secondary and tertiary education to economically disadvantaged young people.
- Improving the quality and relevance of secondary and tertiary education.
- Developing transformative leadership skills of young people.
- Increasing successful transitions of students from school to employment.

Mastercard Foundation Scholars Program is the largest program within the Education and Learning program area. Our vision is to develop next-generation leaders supporting social transformation and economic growth, particularly in Africa. To date, the Foundation has committed to provide nearly 35,000 academically talented yet economically disadvantaged young people from developing countries – particularly from Africa – with access to quality and relevant secondary and university education.

Additional programming in the Education and Learning portfolio includes supporting innovations in secondary education and a new Teachers' Initiative which is pursuing an holistic approach to improve the quality of teaching and learning in secondary education.

THE POSITION

Reporting to the Senior Program Manager Education and Learning, and working collaboratively with colleagues across the Foundation, the Program Manager will manage

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programs that advance the Foundation's strategy. The successful candidate will have expertise and experience and bring fresh ideas to solve current challenges facing education and learning in Africa.

The Program Manager will be responsible for a portfolio of approximately \$100 million in programs and partnerships. She/he will be expected to interact effectively with senior levels of partner organizations and work collaboratively to design projects that advance the Foundation's initiatives. Each member of the team has an annual set of goals for program management, thought leadership, and initiative development. As such, the successful candidate in this position must be highly motivated, entrepreneurial, and results-oriented. She/he will have strong listening skills and ability to build deep and effective relationships with partners and other important stakeholders.

Specific Responsibilities

- Monitors and manages a portfolio of approximately \$100 million in projects.
- Communicates progress and learnings from projects to colleagues and the wider development community.
- Builds relationships with partner organizations, communities of practice and global stakeholders.
- Provides perspective and expertise on issues and trends in education and learning, with an emphasis on Africa.
- Collaborates with Foundation team to expand the organization's knowledge base, develop new ideas and review and evolve program strategy.
- Identifies, develops and recommends projects for funding. This work includes the call for or request of proposals, field visits and due diligence, and reviewing project design and budgets.
- Works closely with the Youth Learning and Financial Inclusion program teams to leverage learning and synergies between the three programs.
- Oversees day-to-day activities of a particular program or process.
- Understands how their job contributes to and delivers Foundation goals in accordance with Foundation values.
- Contributes to an environment that supports an open exchange of feedback and ideas.
- Represents the Foundation and collaborate with key internal and external audiences.
- Implement programs to achieve annual goals.
- Identifies and help overcome conflicts and other barriers to team effectiveness.
- Shares knowledge and learning and offer insights and solutions.
- Contributes to a variety of publications, presentations and lead program convening's.
- Other duties as required and/or assigned.

Qualifications & Experience

The ideal candidate will possess the following:

- Masters in education, development studies, or a related field.
- Six (6) plus years of professional experience in education, preferably in a developing country.
- Fluency in English and French is a requirement

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- Substantive knowledge of key issues and emerging trends and barriers in education and learning, particularly in Africa.
- Experience living and working in Africa.
- A successful track record of managing multiple projects, building partnerships, and managing relationships.
- Experience with global grant making. This experience may come from working in another funding organization, corporation or an NGO.
- Demonstrated commitment to and a passion for education.
- Excellent oral and written communication skills in English. The ability to speak languages relevant to program specific work is considered an asset.
- Excellent interpersonal and listening skills.
- Excellent project management skills, as demonstrated by the ability to set and achieve clear objectives and deadlines to meet deliverables.
- Excellent prioritization and time management skills with strong attention to detail.
- Demonstrated strong organizational skills. Ability to handle multiple tasks, re-prioritizing tasks where necessary.
- Ability to travel internationally (20-40%).

The Person:

- Flexible, intellectually curious and open. This individual is comfortable with ambiguity and is receptive to new ideas; adopting such ideas when necessary.
- Thrives in an environment of high demand and change and is able to work well under pressure.
- Demonstrates a high degree of interpersonal skills and is able to manage interpersonal relationships with colleagues and Foundation staff.
- Professional maturity and sensitivity to working within different cultures.
- Impeccable integrity as demonstrated through solid judgment.

TO APPLY

Please email your resume and cover letter explaining your interest in the position to Human Resources at humanresources@mastercardfdn.org indicating "Program Manager- Education and Learning" in the subject line of your email.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.

Mastercard Foundation welcomes and encourages applications from all individuals. Accommodations are available on request for candidates taking part in all aspects of the selection process.