

About Us

As steward of the Canadian Strategy for Cancer Control (the Strategy), the Canadian Partnership Against Cancer works with provincial and territorial ministries of health and their cancer programs, First Nations, Inuit and Métis governments and organizations, health system leaders and experts, and people affected by cancer across Canada to implement the Strategy to improve cancer outcomes for all people in Canada. Learn more at www.partnershipagainstcancer.ca.

Analyst, Partner Funding

(LEVEL 6)

Division Overview

The Finance and Corporate Services Division leads all services to secure a sound financial, project management and information technology platform and ensure that the organization has the technical, operational, infrastructure, and change management capabilities necessary to achieve the maximum impact for its mandate and budget. The team works alongside all divisions in managing financial and project aspects of programs and initiatives that aim to deliver on the priorities of the [2019-2029 Canadian Strategy for Cancer Control](#).

Overview of Role

The *Analyst, Partner Funding* supports the Finance & Corporate Services Division in carrying out projects and initiatives to achieve organizational priorities. Reporting to the Manager, Finance & Partner Funding, the incumbent coordinates and provides support to deliver on program/project objectives. In particular, this role will lead the Partner Funding process – the Partnership collaborates with partner organizations to implement initiatives and advance the Strategy by providing funds through this process. As a highly organized professional with strong time management skills, this position delivers on the tasks of the job while contributing to the Partnership's overall vision to reduce the burden of cancer on all Canadians.

Core Responsibilities & Activities

Program Specific Accountabilities

- Leads the Partner Funding process by advising on funding strategies, guiding internal and external stakeholders through the requirements, and recommending alternative or innovative approaches where needed, while ensuring compliance with policies and procedures.
- Oversee the development and lifecycle of Partner Funding Agreements, including amendments, in collaboration with program teams, project managers, finance, and other stakeholders. Ensure contractual terms & conditions are aligned with organizational needs, and governance and due diligence requirements are met.
- Identify and escalate key contractual considerations, including Data Sharing Agreements and Intellectual Property requirements, to ensure risks are appropriately managed.
- Maintains documentation related to the Partner Funding process, including tools and templates, ensuring that they remain up-to-date and aligned with policy & operational needs.

- Ensure Partner Funding data accuracy and integrity within the ERP system by overseeing inputs and validating accuracy. Collates and analyzes data to develop reports and analytic insights (e.g. funding commitments, key activity metrics).
- Participates in regular cross-functional meetings, and raises Partner Funding issues, themes, and risks as appropriate.
- Leads the development and implementation of training on the Partner Funding Process to Partnership staff.

General Accountabilities

- Prepares and presents content and/or represents the Partner Funding team at meetings, both internal and external, and other forums as directed.
- Assists the Manager with other duties and ad hoc projects as required.

Competencies

The Partnership's core competencies are a key element to reviewing performance. While the duties and responsibilities of a position tell you the “what,” the competencies tell you the “how.” We have developed universal competencies which we expect to be exhibited by all employees regardless of level or position.

Universal Competencies

- **Inclusion**- Contributes to a work environment where all people feel safe, have a sense of belonging, feel valued for their differences, and are empowered to participate and contribute freely.
- **Collaboration and Teamwork**- Works well with others both internally and externally to achieve individual goals, team goals, and/or organizational goals. Understands that a combined effort leads to greater results than those achieved by individuals.
- **Organizational Awareness**- Contributes by aligning actions with the organization's goals, core functions, needs, and values. Understands how the organization functions internally and externally in the broader system.
- **Design-Thinking**- Designs solutions with the end user in mind. Clearly defines problems in order to address the real needs. Adopts an iterative approach to designing solutions, integrating ideas or feedback generated at various stages.

Experience and Qualifications

- University Undergraduate Degree in business administration, law/legal studies, or other relevant discipline, or an acceptable combination of education and experience.
- Minimum 5 years' experience in contracting, granting, funding, or a related function, preferably in the non-profit, healthcare sector, or public sector.
- Proficient in Microsoft 365 (Outlook, Word, Excel, PowerPoint, SharePoint, Teams, OneDrive).
- Experience working with ERP systems (e.g. Business Central or similar) and Adobe Acrobat Pro is an asset.
- Education or experience with First Nations, Inuit and Métis is an asset.
- Bilingual in both English and French is an asset.