

Program Manager (Ontario, Canada)

December 2025

The **Great Lakes and St. Lawrence Cities Initiative / Alliance des villes des Grands Lacs et du Saint-Laurent** is a leading multinational coalition of municipal and Indigenous leaders committed to driving economic prosperity while safeguarding the freshwater resources of the Great Lakes and St. Lawrence River Region. Joining our team means stepping into a vibrant, fast-moving environment where you'll collaborate directly with mayors, senior municipal officials, and other influential decision-makers—alongside Canadian and American colleagues passionate about making a real difference.

We're looking for a **Program Manager** to work with communities in Ontario on our grant-funded programs. This position will be focused on supporting members through a small grants program with the opportunity to grow into other areas. This position reports to the Chief Programs Officer and work closely with the COO/Managing Director, Canada. This is a full-time, remote position. Our ideal candidate brings strong organizational and project management skills, a collaborative spirit, and the drive to turn ideas into action. If you're ready to put your skills to work to advance the interest of one of North America's most important economic regions and a globally significant freshwater resource, **we want to hear from you**.

The **deadline to apply for this position is January 4, 2026**. We thank all candidates in advance for their application, but only those invited for an interview will receive a reply.

MAJOR DUTIES AND RESPONSIBILITIES

The Ontario Program Manager will lead a new municipal small grants program which will support up to 40 projects across the province over two years. The Ontario Program Manager will also support the development and delivery of several knowledge exchange activities, in close coordination with the Canada Operations and Programs Coordinator and collaborate with colleagues to ensure effective coordination across organizational programs and other member support activities.

- Manage, deliver, evaluate and report on the small grants program | **75%**
 - Build relationships with mayors, municipal staff, provincial staff, universities, not-for-profit organizations and private industries
 - Develop and manage project work plans, budgets, reporting and audits
 - Develop and launch an annual small grants call-for-proposals
 - Field proposal submissions, develop proposal evaluation criteria, coordinate review committees and notify applicants as to the status of their proposals
 - Provide applicant training and resources
 - Engage with grantees on project tracking, reporting, payments, and peer-to-peer learning
 - Lead project communications
- Support knowledge mobilization activities and events | **15%**
 - Coordinate with grantees and prospective applicants on participation
 - Co-develop event themes and content and support speaker recruitment
 - Support content development relating to the program during the Annual Conference
- Other activities | **10%**
 - Document municipal funding needs in coordination with the Project Funding Specialist
 - Support development of materials and data related to report cards, newsletters and other communications

KEY QUALIFICATIONS AND COMPETENCIES

- **Required Qualifications:**
 - Bachelor's degree + 5 years of related experience or Master's degree + 3 years of related experience (may include relevant experience obtained while completing degree)
 - Experience leading complex projects or programs
 - Experience managing project grant dollars, including issuing contracts or sub-awards
 - Experience tracking project expenditures and writing grant progress reports
 - Training or professional experience in conservation, water technology or related field
- **Preferred Qualifications (strong applicants will have at least 50% of the following):**
 - Experience facilitating meetings or trainings
 - Experience managing provincial or federal awards through a TPA or similar process
 - Experience working with municipalities at the staff or elected official level
 - Knowledge of Great Lakes environmental challenges
- **Competencies:**
 - Organized, with the ability to multi-task, prioritize and deliver on multiple demands under tight deadlines
 - Sound judgement and strategic decision-making
 - Effective interpersonal skills and evidence of teamwork
 - Self-discipline to work at a virtual organization
 - Eagerness to learn and grow from direct mentorship and professional-development opportunities
 - Fluency in English required, with proficiency in French considered a strong asset

WHAT WE OFFER

- **\$80,000 to \$85,000 CAD annually contingent on qualifications** with a comprehensive benefits package, including:
- Supplemental health benefits
 - 2% RRSP contributions, and federal holidays,
 - Three weeks of paid vacation plus, bonus paid time off during our annual holiday shutdown.
- Annual **bonus opportunities**

WORK LOCATION

This position is **fully remote** with travel required 4-5 times per year. Candidates **must be based in Ontario**.

HOW TO APPLY

Send a cover letter and a resume to Bridget Brown, Chief Programs Officer, at bridget.brown@glslcities.org. The subject line should read "Ontario Program Manager Application." Applications must be received by January 4th to receive full consideration.

DIVERSITY STATEMENT

The Cities Initiative is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

LEARN MORE ABOUT US

<https://glslcities.org/>