



Project Manager

Full-time, permanent position

Do you have an outstanding knowledge of the challenges faced by First Nations, Métis and Inuit Peoples? Do you have a proven work and partnership experiences with Indigenous Peoples or Indigenous-led organizations in Canada? Do you wish to associate with a Foundation that prides itself for its proven impact and mission around the world? You have organizational skills, are result-oriented and wish to get involved in a stimulating and expanding work environment?

Welcome to the One Drop Foundation!

The ONE DROP Foundation is looking for a Project Manager to closely work with the Programs team to roll out a new joint endeavour, the Indigenous Youth, Art, and Water Initiative, co-created by the Centre for Indigenous Environmental Resources (CIER), the One Drop Foundation, and their partners. On top of this initiative, you will also manage and spearhead the development of the Water Program in Canada, a program designed to improve the living conditions and health of First Nation, Métis and Inuit Peoples thanks to enhanced knowledge and equitable access to safe water for all living beings.

Why choose us?

ONE DROP is an ambitious and dynamic non-profit organization created in 2007 by Guy Laliberté, founder of Cirque du Soleil, which works to ensure that everyone has access to water, today and forever.

Our Team

Such an ambitious mission calls for extraordinary actions by exceptional people. Paving the way into uncharted and inspiring territory, our people seek to turn the challenges they face into opportunities. Are you one of these leaders? Do your energy, passion and determination motivate and inspire those around you? Join our team of exceptional people!

Main responsibilities

Reporting to the Senior Director of the programs team, you will be responsible for:

- playing a strong leadership role in the design and development of the new Water Program in Canada
- in close collaboration with One Drop and CIER teams, overseeing and facilitating the implementation of the *Indigenous Youth, Art, and Water Initiative* while ensuring that targets are met within budget and on schedule
- sourcing and establishing strategic partnerships/relationships with Indigenous-led organizations/communities and leaders and collaborating on the development and design of the Water Program in Canada, scaling from lessons learned and results from the *Indigenous Youth, Art, and Water Initiative*
- within the framework of the *Indigenous Youth, Art, and Water Initiative*, supporting academic partners of the One Drop Foundation and CIER in documenting results and learning goals
- advising and following up with executing partners around project implementation plans, annual work plans, etc. for the Water Program in Canada



- supporting the team in analyzing the impact of the projects part of the Water Program in Canada and implementing the measures required to meet project objectives
- working with One Drop's finance team, carrying out budget management follow ups for projects in the Project Manager's portfolio, analyzing partner financial reports, and managing the payment schedule
- contributing to the preparation and follow up of project committee meetings, as required
- providing support to the corporate communications team in distributing content related to projects in the Project Manager's portfolio
- ensuring that the One Drop Foundation's gender policy and other important policies—i.e., the foundation's forthcoming equity, diversity, and inclusion policy and climate strategy—are properly incorporated into and implemented across projects
- other relevant tasks

Your skills

- University degree in project management, business administration, international development, or other relevant discipline.
- Excellent command of English and ideally French, both spoken and written
- Fluency in SharePoint, MS Excel, and project management tools
- At home using virtual meeting platforms (TEAMS and ZOOM)

Your experience

- Minimum 5-7 years of experience in a similar position and a proven track record of designing, overseeing, implementing, and managing multi-stakeholder social development projects
- Previous work with Indigenous Peoples
- Deep understanding of the challenges facing First Nations, Métis, and Inuit Peoples
- Prior experience in the water and climate change sector in a community or institutional setting (school, health care centre, etc.), an asset
- Track record of managing large project budgets and monitoring/evaluating performance indicators
- Experience or keen interest in working for organizations with a social mission

Your assets

- Active involvement in the First Nations, Métis, and Inuit spheres
- Work and partnership experience with Indigenous-led organizations and/or Indigenous Peoples
- Government relations, advocacy and or policy experience
- Experience in implementing and advancing gender equality, diversity, equity, and inclusion principles
- Experience with funders (public or private)
- Well-versed in climate resilience, environmental, or community-based projects
- Familiarity with social art
- Fluency in an Indigenous language would be amazing!



We're looking for friendly people who share our values. Does this sound like you?

- Known for being entrepreneurial, bold, committed, creative, collaborative, curious, responsible, thorough, and results oriented
- Knack for harnessing group wisdom in a multi-partner, multi-cultural, and multi-disciplinary setting
- Demonstrated propensity for being an effective team member who actively contributes to meeting targets in a complex, fast-paced environment
- Gifted when it comes to organization, priority management, and multi-tasking
- Proactive, flexible, leadership-focused, and initiative-based attitude
- Fabulous interpersonal and intercultural skills that translate into cultivating excellent relationships with a wide variety of stakeholders

At ONE DROP, we take care of our employees

- Flexible work schedule and possibility of telecommuting
- Group insurance plan from first day on the job (drug, medical, vision, dental, travel, disability, life)
- Group RRSP after 6 months on the job
- "Dialogue" telemedicine platform providing access to online health specialists
- Employee assistance program (access to confidential consultation services)
- Social committee and group activities
- Summer hours

Good to know

- The Project Manager's primary workplace is located at the One Drop Foundation's offices: 8400 Avenue du Cirque, Montreal (QC) H1Z 4M6 CANADA
- Remote work options available (as laid out in the organization's remote work policy)
- When possible and/or as required, this position involves travel across Canada (less than 10% of the time)

To apply, please send your CV and cover letter to contact@ONEDROP.org.

We thank all candidates for their interest. Only candidates selected for an interview will be contacted.