

JOB DESCRIPTION



PROGRAMS MANAGER

Specialization:

Impact Monitoring or Impact Finance

Location: Toronto, Canada

JANUARY 2019



CONTACT:

Andrew Nobrega, Director North America

andrew.nobrega@purprojet.com

PUR PROJET

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level; PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of inseting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projet is an impact driven social business and B Corp, based in Paris, France; with offices in Toronto, Singapore, Bogota and Thailand. We operate programs in >40 countries. PUR Projet has a depth of experience in South America, Asia, Africa and Europe, and is currently expanding its scope within North America. PUR Projet's clients range in size but include large programs with entities such as Nespresso, Burberry, Ben & Jerry's, L'Oreal, Chanel, AccorHotels and Caudelie.

More information on PUR Projet and our work can be found on our website at www.purprojet.com.

ROLE

PUR Projet is seeking an ambitious, creative and engaging, impact driven individual for a role in working with PUR Projet's new and existing clients, and partners, in the development of positive impact programs in their agricultural supply chains.

The successful candidate will coordinate with clients, partners, investors and the Projects Team on the development of new programs and strategy, administration and management of these programs, the implementation of underlying projects; and support the ongoing monitoring and communication of the projects and programs over time.

DUTIES & RESPONSIBILITIES

SUMMARY OF RESPONSIBILITIES:	Interface with clients, partners, donors and investors on the design, development, implementation, management & monitoring of ecosystem-based positive impact strategy and programs on a global basis.
INDIVIDUAL RESPONSIBILITIES:	BUSINESS DEVELOPMENT & PROGRAM MANAGEMENT <ul style="list-style-type: none">- Engage existing and potential clients/partners on strategy related to their social and environmental impact, and develop practical and implementable solutions to 'inset' their impacts within their own sphere of influence; &- Coordinate within PUR Projet's Team, and collaborating partners, on the design and implementation of new programs on behalf of these clients/partners, or potential investors; &- Model inputs and outputs for program implementation, developing and managing program budgets.
	PARTNERSHIPS MANAGEMENT <ul style="list-style-type: none">- Coordinate with Partners on the evolution, governance, administration and coordination of Partnership activities; including but not limited to strategy, accounting and measurement of environmental/social impacts, development of project portfolios and long-term coordination of projects teams.
	TEAM SUPPORT

	<ul style="list-style-type: none"> - Support Director North America on key initiatives and business development opportunities including but not limited to: - supply chain, social development, environmental and agronomic research; - the development of internal and external communication material; - development of formal proposals, contracts & program budgets.
--	--

<p>KEY FOCUS AREA:</p>	<p>FINANCIAL ANALYSIS & STRUCTURING</p> <ul style="list-style-type: none"> - Develop, with project implementors and local partners, business and financial models to support the long-term sustainability of ecosystem restoration initiatives and attract external funding; - Perform financial scenario analysis, to support decision making, adaptive management and ongoing evaluations of program performance over time and for reporting purposes; - Engage with and support potential project grantors and investors in the structuring of financing to support PUR Projet's projects, in arrangements including but not limited to equity, debt and mezzanine finance; - Given the tools, understand and model the ecosystem and ecosystem service (including carbon sequestration) benefits of these approaches; & - Prepare research summaries and briefs. <p>OR</p> <p>IMPACT MONITORING & ACCOUNTING</p> <ul style="list-style-type: none"> - Develop, with Partners, project implementors & other stakeholders, impact accounting frameworks & tools for the evaluation, monitoring and reporting of program impacts; (environmental, economic and social impact indicators of value); - Engage with international institutions and monitoring/reporting frameworks on behalf of PUR Projet and its Partners. These institutions/frameworks include but are not limited to: the World Resources Institute, Sustainable Development Goals, Global Impact Investing Network; Science Based Targets Initiative, Climate Collaborative, Verra, & Gold Standard.
-------------------------------	---

<p>TEAM RESPONSIBILITIES:</p>	<p>EXTERNAL COMMUNICATION & REPRESENTATION</p> <ul style="list-style-type: none"> - Represent PUR Projet publicly at conferences, in meetings with existing and potential clients, and with beneficiaries in the field; & - Support the development of marketing and communication materials related to PUR Projet's work in general, and in with specific reference to projects, to support Clients' external communications.

	<p>SUPPORT INNOVATION</p> <ul style="list-style-type: none"> - Work with the international team to continually improve PUR Projet's project, management and communications tools and procedures, to ensure PUR Projet continue to offer industry leading services and opportunities to its Clients and Partners; & - Be creative, and bring forward opportunities and concepts that can improve the impact and sustainability of PUR Projet's projects.
	<p>CULTURE & COMMUNITY</p> <ul style="list-style-type: none"> - Support a healthy, fun and effective work environment as part of the PUR Projet Team; - Participate in internal workshops, seminars & social events to help carry PUR Projet's strong sense of community; & - Demonstrate your individual character, nature and ideology within the Company and support others to do the same.

REPORTING:	The successful Candidate will report to Andrew Nobrega, Director North America for PUR Projet. The successful Candidate will also be expected to closely collaborate with a number of colleagues based in the Paris and other Global Offices.
-------------------	---

QUALITIFICATIONS

EDUCATION:	<p>≥Bachelors (or equivalent) degree in Science, Social Sciences, Anthropology or International Policy, A Masters-level (or equivalent) degree in a similar, related, or relevant field, and/or an MBA/MPA is considered a strong asset.</p> <p>Degrees in other fields will be considered if relevant additional professional experience in the field of impact investing, environmental conservation/restoration, agriculture and/or corporate sustainability are present.</p>
EXPERIENCE:	<p>Minimum of 2 years experience in the development and administration of sustainability programs with corporate clients, and/or the structuring (or due diligence) of impact investments in an international setting.</p> <p>Any experience related to social and environmental policy, innovative business development and corporate social responsibility will be seen as an asset.</p>
SKILLS:	<p><i>Science & Ecology:</i> Proficiency in the topics of environmental impact measurement/monitoring ecosystem services, sustainable/regenerative agriculture, climate change, water resources, biodiversity, &/or related international policy frameworks, considered a strong asset.</p>

	<p><i>Social:</i> Specific knowledge & experience in topics related to gender, worker rights, child labour, & beneficiary accounting, seen as a strong asset.</p> <p><i>Reporting & Impact Accounting:</i> An understanding and comfort with statistics and social, scientific and/or economic research methodologies is seen as an asset. Comfort with frameworks for ecosystem service modelling and impact metrics a benefit.</p> <p>Comfort with topics related to the Sustainable Development Goals, Global Reporting Framework, Carbon Accounting, Fair Trade Certification, Principles of Responsible Investment, considered valuable.</p> <p><i>Digital Tools:</i> Proficient in the use Microsoft Word, Excel and Powerpoint; and comfort with cloud-based data storage applications such as Dropbox or Google Drive. General competence in the use graphic design tools such as Adobe Photoshop and Illustrator, as well as GIS and Remote Sensing Software seen as an asset but not necessary.</p>
PERSONAL CHARACTERISTICS:	We are seeking an individual who takes strong responsibility and accountability for their work. An individual who is driven, self-reliant and comfortable working both autonomously and in a team. Strong interpersonal and leadership skills will be seen as a strong asset due to the nature of the work and interaction with clients, partners and beneficiaries of the projects.
LANGUAGES:	Candidates must be fluent in English. Proficiency in Spanish and/or French is seen as a strong asset.

WORKING CONDITIONS

The successful candidate will work out of the Toronto Office, but will be expected to travel on a regular basis, between 25-50% of their time. Travel will occur majorly within Canada, USA and the UK, but trips to the head office in Paris, or other project locations should also be expected.

Candidates will be expected to be comfortable working both outdoors, on projects in the field, in varying conditions, and in the office.

CONTRACT

We are looking for an individual to fulfill a full-time position.

REQUIREMENTS & CERTIFICATIONS

Candidates must have a valid passport, legal right to work in Canada (with a PUR Projet sponsored visa if necessary) and a valid driver's license. Candidates must have the ability to travel in the USA, UK and EU at minimum.

RECRUITMENT PROCESS

PUR Projet kindly asks that interested candidates submit their CV and a cover letter, describing their motivation and relevant experience, by email to recruitmentNA@purprojet.com with the subject 'PROGRAMS MANAGER NORTH AMERICA – LAST NAME, FIRST NAME'.

All candidates will receive a confirmation email upon receipt.

It is kindly requested that all submissions are made by February 8th, 2019, although telephone interviews will begin before this time for any short-listed candidates who have submitted their documents early.

All CVs will be reviewed by the PUR Projet Team. Those candidates shortlisted will receive an email within 2 weeks of submission, to request a telephone interview. The final two stages of the recruitment process will be an in-person interview and case study.

Please be prepared to have three references available upon request.

The successful candidate will start with PUR Projet between February and March 31st, 2019.