



WELLSPRING IS HIRING!
GRANTS AND PARTNERSHIPS MANAGER
CANADA

ABOUT WELLSPRING

Wellspring believes every child deserves an education that nurtures their full vibrant potential, and that children thrive when the whole school community rallies together to nurture and educate their children.

OUR DREAM

A compassionate, creative, and courageous generation, shaping a vibrant and peaceful future.

OUR PATH

We equip school communities to nurture children's character, intellect, and wellbeing — helping children in Rwanda and East Africa to thrive.



Wellspring is at an exciting and visionary stage in its journey. Established as a Canadian charitable organization and registered as an international NGO in Rwanda since 2008, Wellspring has over 20 years of credible experience supporting children's education through the provision of training and coaching for teachers, leaders, parents, community members and teacher trainers across Rwanda. As an integrated and global team with leadership now based in Rwanda, we are setting ourselves on course to establish Wellspring as a thriving and sought after hub of educational expertise and professional development opportunities for educators in Rwanda and across East Africa, focused on seeing children thrive with skills and knowledge for their wellbeing, character, resilience.

Our new strategic plan and vision will see us craft a much more vibrant brand over the next year, broaden our community of partners, and increase revenue through more personal, relational fundraising, corporate giving, a strengthened grant program, establish global and local educational connections, rallying communities together in support of children's education as well as providing opportunities to visit our work in Rwanda. **We are in exciting times, and this role is a key part of the team that will craft the way ahead.**



TITLE	GRANTS AND PARTNERSHIPS MANAGER
REPORTS TO	Senior Director of Advancement
WORKS CLOSELY WITH	Development Team, Program Leaders Finance Team Communications Team, Executive Director
POSITION LOCATION	Ontario Preferred; Remote in Canada Considered
EMPLOYMENT CATEGORY	Part-Time: 24 Hours Per Week (0.6 FTE)

JOB SUMMARY

The Grants & Partnerships Manager provides strategic leadership and hands-on management of Wellspring's grants portfolio, with a dual focus on retaining and growing existing funder relationships, and building a robust pipeline of new institutional and foundation funding opportunities. This role ensures Wellspring has the internal processes, tools, and cross-team coordination needed to consistently produce high-quality grant applications, compliant reporting, and strong funder stewardship.

The Grants & Partnerships Manager works in close partnership with the Rwanda-based program team to gather the program data, evidence, and narratives needed to support grant development and reporting. The role is accountable to the Senior Director of Advancement and engages regularly with the Leadership Team given the strategic nature of its responsibilities.

Success in this role is measured by growth and stability of the grants portfolio, quality and timeliness of reporting, strength of funder relationships, and the development of internal systems that sustain grant excellence over time.



GRANT RETENTION AND FUNDER STEWARDSHIP

- Manage all active grants through their full lifecycle, ensuring every funder obligation — reporting, compliance, communication, and renewal — is met to a high standard and on time.
- Develop and maintain a grants calendar tracking reporting deadlines, renewal windows, and key relationship touchpoints for all active funders.
- Produce high-quality, compelling grant reports in collaboration with program and finance teams, clearly demonstrating impact, accountability, and alignment with funder priorities.
- Proactively cultivate ongoing relationships with existing funders, identifying opportunities for relationship deepening, grant renewal, and funding growth.
- Ensure smooth internal coordination between the Rwanda program team and Canadian development team so that program evidence, data, and stories are consistently available for reporting needs.
- Flag risks to existing grant relationships early and develop mitigation strategies in consultation with the Senior Director of Advancement.

GRANTS GROWTH AND PIPELINE DEVELOPMENT

- Identify, research, and pursue high-value institutional grant applications annually, aligned with Wellspring's mission, strategic priorities, and programmatic needs.
- Research, cultivate, and prepare new strategic funding proposals annually to globally based private foundations with the potential for significant, multi-year support.
- Build and maintain a structured pipeline of prospective institutional and foundation funders, including funding forecasts, prospect research, cultivation status, and strategic next steps.
- Lead the end-to-end grant development process for new applications, including concept development, proposal drafting, budget coordination, and submission.
- Work collaboratively with program, finance, and leadership teams to ensure proposals are accurate, compelling, compliant, and strongly aligned with funder priorities.
- Provide quarterly pipeline updates and strategic analysis to the Senior Director of Advancement, including risks, opportunities, and funding forecasts.
- Recommend and implement strategic cultivation approaches for high-potential new funders, including tailored engagement strategies, proposal timing, and partnership development.



SYSTEMS, PROCESS, AND CAPACITY

- Design and implement a clear and practical grant reporting framework that outlines responsibilities, timelines, and reporting standards across teams.
- Develop tools, templates, and internal guidance that support consistent, high-quality grant development and reporting across the organization.
- Work with Rwanda-based program teams to strengthen internal program reporting processes, ensuring relevant data, evidence, and outcomes are reliably captured and available for grant purposes.
- Strengthen internal grant development capacity by engaging and equipping relevant team members in the proposal and reporting process, building shared ownership of institutional funding requirements.
- Ensure grant management systems enable the organization to effectively track and demonstrate the impact of funded programs.
- Identify and reduce duplication and administrative burden in reporting and grant coordination workflows.

RWANDA TEAM COLLABORATION AND CROSS-CULTURAL COORDINATION

- Serve as a key coordination point between the Canadian development team and Rwanda-based program leadership including our Rwandan Partnerships Lead, ensuring grants work is grounded in accurate, current program reality.
- Build strong, trust-based working relationships with Rwanda colleagues, understanding program context deeply enough to represent it compellingly to funders.
- Coordinate effectively across time zones to gather program updates, impact data, and narrative content needed for grant applications and reports.
- Support Rwanda leadership in understanding funder requirements and compliance expectations, building shared accountability for grant outcomes.
- Contribute to a collaborative and positive cross-cultural team environment, modeling Wellspring's values in all working relationships.

CHILD SAFEGUARDING

- Ensure all grant documentation, reporting and all activities uphold and model ethical standards & Wellspring's Child Safeguarding Policy.

CULTURE AND TEAM

- Model Wellspring's Christ-centred values, servant leadership, and commitment to dignity and justice.
- Contribute positively to team culture, collaboration, continuous learning and spiritual rhythms.
- Craft, agree and be held accountable by appropriate lead and lag KPIs and performance objectives that support professional and personal growth, fundraising success, contribute to Wellspring's strategic goals, team targets, and provide for a work environment that is motivating and enjoyable.
- Undertake any other professional duties which may reasonably be delegated by Wellspring's leadership in support of our mission and strategic plan, including contributing occasionally to other projects or initiatives.
- Take part in team retreats as well as both team and personal professional development opportunities.



QUALIFICATIONS AND EXPERIENCE

- Minimum 3 years' experience in grant writing and foundation fundraising within international development, education, or nonprofit sectors.
- Proven success securing private foundation grants.
- Experience supporting institutional grant submissions (including familiarity with monitoring and evaluation, logic frameworks, and results-based management frameworks).
- Strong writing, editing, and analytical skills.
- Demonstrated ability to manage multiple deadlines independently.
- Experience working cross-culturally and gathering information from international teams.
- High attention to detail and strong organizational skills.
- Alignment with Wellspring's Christian mission and values.

PERSONAL QUALITIES AND BEHAVIOURS

- Alignment with and affirmation of Wellspring's Christian faith foundation and organisational values.
- Demonstrated alignment with Wellspring's vision, mission, values and philosophy of relational fundraising.
- Strong fit with Wellspring's organizational culture and servant-hearted leadership, with demonstrated cross-cultural skills, emotional intelligence, and a highly relational team player.
- Fluency in English and meets legal requirements to work in Canada.





WORKING CONDITIONS & SALARY RANGE

- Remote role based in Canada (Ontario preferred). Other colleagues are located in BC and Ontario.
- Possible travel across Canada and to Rwanda.
- Regular collaboration across time zones with colleagues in Rwanda and Canada.
- Occasional work requirements outside of traditional hours or at weekends for special projects such as donor events or meetings.
- Ability to provide a clear criminal background check in line with Wellspring's Child Safeguarding Policy.
- Manual dexterity required to use desktop computer and peripherals.
- Extensive visual concentration.
- Attention to detail required while subject to multiple interruptions.
- Manage multiple priorities and meet tight deadlines.

SALARY RANGE

\$45,000 – \$50,000 CAD – 0.6 FTE



OUR VALUES

TOGETHERNESS

WE ARE STRONGER WHEN WE COME TOGETHER

We will work in community, knowing that we are at our best when we work as one.



COURAGE

WE TAKE BOLD STEPS FOR LASTING CHANGE

We will take bold steps, act courageously, and choose love over fear as we pursue transformation that will last for generations.



POTENTIAL

WE BELIEVE IN EACH PERSON'S UNIQUENESS AND CAPACITY FOR GROWTH

We will choose to see and unlock the treasure in each other and in every child, adult, and community we serve.



GENEROSITY

WE SERVE WITH OPEN HEARTS AND OPEN HANDS

We will choose generosity as we steward the time, resources, talents, and treasures entrusted to us.



JOY

WE CREATE JOYFUL SPACES WHERE EVERYONE CAN FLOURISH

We will be playful and curious in all we do, creating joy-filled environments that spark creativity and innovation.





HOW TO APPLY

Please email a PDF version of your:

- cover letter (max 2 pages)
- CV or resumé
- statement of faith* (max 1 page)

in English to philip@thewellspringfoundation.org and copy applications@thewellspringfoundation.org.

*A statement of faith should describe your Christian faith and how it is relevant to your involvement with Wellspring. The statement can either be incorporated into your cover letter or submitted as a separate document.

Deadline for Applications: August 9, 2026.

Applications will be reviewed and interviews may take place on a rolling basis until the role is filled. We encourage you to apply early if you are genuinely interested, are **legally able to work in Canada**, and believe you would be a great fit for this role!

Wellspring values and encourages diversity, striving to be equitable and non-discriminatory in all our activities to ensure children have access to quality education in Africa. We will implement policies that respect the inherent worth and dignity of those we engage with and promote equity, diversity, and inclusion.

We value authenticity and we want to get to know you – and so we encourage you to share your own words, rather than those of AI.

