



## **LEAD, HIV ENDGAME FUNDING PROGRAM (18-Month Contract)**

**REPORTS TO:** Director, Evidence and Knowledge Synthesis  
**STATUS:** 18-Month Contract, full-time (35 hours/week) – Unionized & Hybrid Position  
**SALARY RANGE:** Grade 3: \$67,897.60 to \$83,505.48  
**LOCATION:** 1300 Yonge Street, Toronto, ON

### **ABOUT US**

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

### **ABOUT THE ROLE**

The Lead, HIV Endgame Funding Program, under the direction of the Director, Evidence and Knowledge Synthesis, plays a key role in leading the OHTN's HIV Endgame Funding program. The OHTN HIV Endgame Program funds people and projects to support the design, implementation, improvement, and scale-up of programs and services that move Ontario closer to reaching the HIV endgame. The Lead will be the first point of contact for all inquiries and will organize and implement various activities pertaining to the HIV Endgame Funding Program, working closely with staff and other interest holders to meet the objectives of the program. The Lead will be responsible for planning, implementing and monitoring all aspects of the funding program including logistics for initiating new grant initiatives, monitoring and updating the grant management system, tracking progress and reporting on grants, external communications and functions of committees.

The role requires a confident and multi-skilled individual with broad knowledge of grants management, contracts and compliance, and a highly developed customer service orientation. They will be committed to our goals of making new HIV infections rare, improving the health and well-being of people living with and at risk of HIV, and enhancing the overall health and well-being of populations most affected by HIV.

### **JOB RESPONSIBILITIES**

#### **Grant Program Delivery and Administration**

- In collaboration with the Director, make recommendations for grant intake cycles, inclusion of specific grant offerings and new grant opportunities.

- Develop and implement new grant application guidelines as needed, and routinely review and amend grant application guidelines to ensure accuracy, clarity and transparency.
- Integrate changes to and the expansion of the funding program by revising, editing, and creating guidelines, reporting templates, and policies.
- Establish timelines for requests for applications, letter of intent review and review committee meetings for each grant cycle.
- Operate, monitor, and evaluate the online grant management system to optimize its capacity to support the application, review and reporting processes associated with the HIV Endgame Funding Program.
- Coordinate all aspects of the review meetings, including recruitment of reviewers, assignment of applications for review, monitoring progress of the online review, preparing documentation for the review meeting, and coordinating the activities required to support the review process.
- Draft all correspondence pertaining to grant decisions including notices of awards, rejections and review committee feedback.
- Create calendar of Endgame communications/social media outputs based on funding cycles: newsletters, website updates, social media posts; and work closely with OHTN Communications to ensure that information about the funding program is accurate and up to date.
- Conduct administrative review of all applications in-keeping with application guidelines and other policies, and follow up with applicants for necessary information
- Prepare grant agreements complete with terms of funding, timelines and deliverables, and coordinate distribution and tracking of agreement execution.
- Review progress, financial and other reports, assess for compliance with funding agreements and deliverables, and report issues/deviations to the Director.
- Create and maintain user-friendly instructions to support applicants and reviewers in using the OHTN application system and review platform.
- Maintain, monitor and update the project management system to ensure timely notification and tracking of disbursement and receipt of financial (funds distributed, pending distribution and variance against budget), progress and other reports.
- Schedule meetings and events based on schedules and attendees' availability; coordinate logistics, and create and circulate agenda and materials. Record, transcribe and distribute minutes of associated OHTN Board Committees, and wherever applicable follow up on action items.

**Liaison:**

- Act as single point of contact for all inquiries from external interest holders (grant applicants and those holding grants) and provide consultation pertaining to grant applications, review requirements and reporting.
- Proactively reach out to grant holders and provide reminders of reporting and other requirements in advance of deadlines.

- Provide support and guidance for reviewers to enable timely submissions and full participation in meetings.
- Create and deliver information sessions pertaining to new grant offerings.
- Participate in OHTN working group meetings, and attend external meeting as required.

#### **Reporting and Evaluation:**

- Ensure timely collection of grant reporting requirements, monitor their completion, follow up as needed, and maintain and update records, in accordance with program's agreements and policies.
- Contribute to activities related to impact reporting and develop impact stories with guidance from the Director.
- Contribute to the improvement and evaluation of grant programs including design, collection of information, analysis and reporting.
- Support the development of briefing notes, data summaries and presentation materials for Board and Board Committee meetings and deliver presentations as requested.
- Complete all reporting activities required for government accountability.
- Maintain a high level of understanding of all OHTN HIV Endgame Program-related policies and guidelines. Attend to other duties as required

#### **ABOUT YOU**

- Post-secondary degree (or equivalent experience) in a relevant field
- Minimum of 2 years of demonstrated relevant experience in project coordination and/or administrative support in an academic or health sector
- Experience working with grant management systems or similar databases
- Proficiency in Microsoft Office Suite
- Understanding health issues specific to the OHTN key populations
- Previous work or volunteering experience in HIV or health sector

#### **HOW TO APPLY**

If you are interested in this position, please submit your application via e-mail to [careers@ohln.on.ca](mailto:careers@ohln.on.ca)

- Please use **"2025.06 – Lead, HIV Endgame Funding Program"** as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

**APPLICATION DEADLINE:      SEPTEMBER 2<sup>ND</sup>, 2025**

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

*We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and*

*meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.*

*We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs.*