

Position: Learning Manager, Education and Learning

Location: Toronto, Ontario

ABOUT THE MASTERCARD FOUNDATION

The MasterCard Foundation is a global foundation based in Toronto, Canada. Our programs promote financial inclusion and advance youth learning in Africa. The Foundation was established in 2006 through the generosity of Mastercard when it became a public company. From inception, the Foundation was designed to be a separate entity and independent from Mastercard. Our policies, operations and funding decisions are made by our President and Board of Directors.

The Foundation believes that every person has the potential to transform their lives and improve the lives of their families and communities. The Foundation collaborates with partners to advance sustainable and scalable solutions in microfinance and youth learning, focusing on countries that face high rates of poverty and growing numbers of out-of-school youth. Much of this work will be accomplished by building strong institutions in developing countries – particularly Africa – and investing in robust evaluation and learning agendas.

The Foundation values innovative and fresh thinking as it strives to become a global thought-leader. Its work is achieved by a strategic, nimble and highly entrepreneurial team with a proactive and results-oriented approach to its philanthropic activities. The organization's culture is shaped by people who are driven and passionate about the Foundation's mission. Our Knowledge Management vision is to demonstrate that the knowledge of people is the most powerful and influential organizational asset.

THE EDUCATION AND LEARNING PROGRAM

Within the Education and Learning program, The MasterCard Foundation Scholars Program is a \$843 million education initiative that will provide academically talented yet economically disadvantaged young people from developing countries with access to quality and relevant secondary and university education. It will transition promising young people from beneficiaries to benefactors, preparing them with the values, knowledge, skills, and leadership to fuel economic and social progress across Africa.

To date, the Scholars Program has established a network of 28 partners, including universities and non-governmental organizations around the world. These partners are educating and providing holistic support to deserving young people who are committed to giving back to their communities and countries.

The Role

Reporting to the Senior Program Manager, Education and Learning, the Learning Manager will be responsible for the overall learning system within the Scholars Programs and support the overall direction of the Scholars Program learning partnership¹.

¹ The MasterCard Foundation defines a learning partnership as “a collective learning enterprise, involving all partners of the Scholars Program, who intend to learn and improve the impact of the Program based on systematic knowledge-creation and knowledge-sharing”.

Working closely with members of the Education and Learning, Learning and Strategy, and Communications teams, the Learning Manager will lead knowledge aggregation and curation focusing mainly on the Scholars Program learning partnership.

Specific Responsibilities

- Maintain and lead the implementation of a dynamic learning framework for the Scholars Program
- Develop and execute new learning processes for the Scholars Program, as required
- Lead in the identification and proposal development of new learning partner(s) for the Scholars Program
- Manage new learning projects and partnerships through implementation, with ongoing oversight
- Coordinate and lead internal and external advisory groups in support of the Scholars Program learning partnership
- Contribute to the design and execution of annual learning opportunities, including an annual 3-day learning event for Presidents and program administrators from all Scholars Program partners
- Coordinate partner-led research activities related to the Scholars Program
- Manage a flexible research fund
- Manage Scholars Program project level mid-term reviews and final evaluations, in coordination with relevant Program Managers and the Learning and Strategy team
- Review emerging evaluation, research products and identify relevant findings and recommendations, ensuring that knowledge synthesis and aggregation of learning is maintained
- Build, maintain and manage partnerships with external partners and key stakeholders
- Develop engaging and suitable processes and mechanisms to share learning with the program team and the learning partnership; identify and apply relevant follow ups
- Contribute to ongoing strategic planning efforts within the Scholars Program and the Foundation more broadly
- Support the exchange of knowledge across the Scholars Program via an online platform
- Lead the development of publications, on behalf of the learning partnership, in coordination with relevant Foundation teams
- Develop and disseminate other knowledge products that convey learning to core audiences in compelling ways
- Collaborate with learning partner(s) and Program partners to engage in speaking events and to carry out other thought leadership efforts as appropriate
- Provide oversight and technical support to the management of the Scholar management information system
- Work with colleagues on the Foundation's Learning and Strategy team to benefit from and contribute to wider Foundation research, learning and evaluation processes and learning
- Other duties as assigned



Skills, Qualifications, and Experience

- A Master's degree or higher in education or a relevant subject area
- A minimum of 7-10 years of experience in research administration and complex measurement and evaluation functions
- Experience within non-profit organizations, international NGO's and or learning institutions is required
- Experience managing multi-stakeholder projects, collaborations, and multiple priorities and projects while working as part of a team
- Experience designing and implementing a variety of measurement and evaluation approaches.
- Experience related to intellectual property and internal research boards (IRBs)
- Experience with knowledge management, including organizing and curating information and visualizing data and learning
- Excellent communication and facilitation skills, with significant experience leading collective learning processes and peer-to-peer learning
- Experience in integrating gender considerations in research, evaluation and learning activities
- Experience managing/curating online learning
- Experience working in a range of databases
- Conscientious and methodical, with impeccable attention to detail
- Strong quantitative and qualitative research skills
- Engage in a balanced manner with diverse personalities, skill set, etc.
- Excellent verbal, written and presentation skills with the ability to articulate information to a variety of constituents across cultures. Fluency in other languages relevant to the work, particularly in French, would be desirable
- Strong interpersonal and listening skills and is open and receptive to feedback
- Results driven. Motivated by a sense of performance excellence and a sense of urgency.
- Flexible, intellectually curious and open. Must be comfortable with ambiguity, be receptive to new ideas, and is also willing to change when presented with best options.
- Innovative and entrepreneurial and who is able to formulate and develop new or creative approaches to problems and inspires others on the team to do so as well.
- Proficient computer skills including Word, Excel and PowerPoint.
- Impeccable integrity
- Ability to travel (30%)

TO APPLY

Please email your resume along with a cover letter explaining your interest in the position to humanresources@mastercardfdn.org, indicating "Learning Manager" in the subject line of your email. All applications are appreciated; however, only those candidates selected for an interview will be contacted. Accessibility accommodations are available at all stages of the recruitment process upon request.

The MasterCard Foundation welcomes and encourages applications from all individuals. Accommodations are available on request for candidates taking part in all aspects of the selection process.