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Job Title: Development Project Manager

Employment Type: Full-Time

Start Date: March 2025

Location: ICF Hangzhou Office, China (refer to website for details).

Working Hours: Monday to Friday, 9:00 AM to 5:30 PM local Beijing time.

Application Deadline: 16 February 2025

Apply To: info@canoeicf.sport

Job Description: Development Project Manager

Department: ICF Development

The International Canoe Federation (ICF) serves as the global authority for canoe and kayak paddling sports, overseeing 10 disciplines worldwide and recognized by the International Olympic Committee (IOC). With 171 national federations, the ICF unites millions of paddlers globally, from grassroots to elite levels, promoting a passion for paddle sports for all.

The Development Department plays a pivotal role in advancing paddlesport worldwide, ensuring alignment with the ICF's core values and strategic initiatives.

The Development Project Manager will be responsible for overseeing and delivering key development projects that address regional and global needs. These projects may encompass a wide range of initiatives aligned with the ICF's strategic objectives, including but not limited to training, education, and capacity-building efforts. The role involves close collaboration with stakeholders, meticulous project execution, and regular reporting to ensure alignment with organizational goals.

A successful candidate will demonstrate exceptional project management skills, strategic thinking, and the ability to work effectively with diverse stakeholders. They should have a proven track record of delivering projects on time and within budget while driving measurable outcomes. Strong organizational and communication skills are essential, along with adaptability to thrive in a multicultural environment.

Always moving forward

Responsibilities:

- Oversee and execute development projects from initiation to completion, ensuring alignment with regional and global objectives.
- Support grant applications, including Olympic Solidarity programs, and contribute to the design and execution of development projects.
- Collaborate with stakeholders to develop and deliver actionable project plans.
- Monitor and evaluate the progress of development initiatives, providing regular updates to the department head.
- Prepare and manage project budgets, ensuring efficient resource allocation.
- Identify funding opportunities and provide guidance to stakeholders on securing financial support.
- Assist in departmental operations and initiatives to support the broader development agenda.

Requirements:

- Bachelor's degree or higher in project management, business administration, or a related field.
- Minimum of 3 years of experience in project management, sports management, or similar roles.
- Proven ability to manage budgets and deliver projects on time and within scope.
- Strong communication, organizational, and stakeholder management skills.
- Proficiency in Microsoft Office and project management tools.
- Familiarity with the sports industry and its dynamics is a valuable asset
- Fluency in English is essential; proficiency in additional languages is highly desirable.