

Job Description

Job title: Deputy Director: Institutional Funding

Job location: UK

Reports to: Director Institutional Funding

Responsible for: Head of Institutional Funding (x 2)

Indirectly responsible: Institutional Senior Advisors and Advisors (x 12)

Department: Policy and Programme Strategy

Introduction to Sightsavers

Working across more than 30 countries globally, Sightsavers is dedicated to eliminating avoidable blindness and empowering people with disabilities to participate fully in society. Our mission is to bring effective and innovative solutions that enhance diversity, equity, and inclusion in health, education, and employment programmes and we lead on the elimination of debilitating neglected tropical diseases.

- We design inclusive policies and deliver innovative programmes, to ensure no-one is left behind.
- We address the double barriers faced by women and girls with disabilities, ensuring their voices are heard.
- We empower our partners – particularly Organisations of People with Disabilities - through effective capacity building, to engage in policy making and decision making
- Our campaigns and advocacy for the rights of people with disabilities catalyses transformative change for marginalised groups and drives societal change.
- Our approach is to strengthen national systems, to deliver sustainable health, education and livelihood services.
- Our programmes are based on a thorough body of evidence on what works, and our research informs global debates.

Financial Support

Sightsavers has an organisational income of approximately £120 million per year, with half of that coming from Institutional Funding sources. We receive support from a diverse range of donors, including FCDO, Irish Aid, EC, USAID, GIZ, The Gates Foundation, the Children's Investment Fund, Conrad N. Hilton Foundation, Standard Chartered Bank, and UNICEF, among others.

Job Purpose

The Deputy Director of Institutional Funding role involves deputising for the Director and ensuring the effective implementation of the organisation's institutional funding strategy and development of targeted strategies to access new donors/funding streams. Support and mentorship are provided to the geographic heads of teams, leading partnership development efforts, negotiating scopes of work and budgets particularly for commercial contracts, and strategically aligning Sightsavers' programmes and policy interests with existing donors. Additionally, spearheading the development of new funding opportunities is a key responsibility. To mitigate the risks associated with institutional funding growth,

collaboration across the organisation is essential to establish robust systems that meet external obligations.

Principal Accountabilities

1. Leadership and Management:

- Deputise for the Director of Institutional Funding (IFT) in managing the team, including budgeting, planning, and personnel matters.
- Collaborate with other departmental Directors to ensure continuity of leadership during the IFT Director's absence.
- Lead the Institutional Funding Geographic sub-Teams, including line management, mentoring, and recruitment decisions.

2. Develop and Operationalise Strategy

- Translate our overall institutional funding strategy into actionable plans and processes to maximise potential funding from institutional donors worldwide to support Sightsavers thematic strategies.
- Develop strategies for securing funding from new donors/ different funding streams.
- Take a lead role in skilfully negotiating Sightsavers scope of work and budgets for commercial contracts.
- Take a lead role in securing and delivering on a portfolio of strategic and complex grants/contracts.
- Collaborate across the organization to establish robust systems that meet external obligations.

3. Capacity Building:

- Develop institutional funding expertise across the organisation through with a particular focus on securing and administering commercial contracts, where we provide technical assistance to mainstream health, education, livelihoods, governance, and research contracts.

4. Profile Building:

- Elevate Sightsavers' profile in institutional funding by representing our work at relevant forums.
- Strengthen partnerships with institutional donors and drive the development of strategic partnerships with consultancy firms and NGOs.
- Support the communication of IFT's plans, fostering collaboration with internal stakeholders to enhance programme delivery.

5. Flexibility and Adaptability:

- Recognise that the principal accountabilities are not exhaustive; be prepared to carry out related duties as needed.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required:*

Knowledge (Education & Related Experience):

- Extensive experience in senior bid development roles with a proven track record of having raised and managed significant funding from a range of programme funding donors including commercial contracts.
- Proven track record of successful commercial contract experience.
- Experience of complex grants/contract management
- Significant experience of management within a programme funding environment.
- Experience of working with multiple stakeholders up to senior management.
- Deep understanding of international development issues and how they relate to Sightsavers' work.

Skills (Special Training or Competence):

- Established relationships with major multilateral and bilateral government and foundation donors, particularly FCDO, USAID and Gates.
- Ability to build effective cross organisational relationships, including leading teams.
- Planning and coordination skills.
- Supervision or management of others.
- Numeracy, budgeting, and ability to use Excel.
- Time management.
- Contract and grant administration.
- Report-writing.
- External material development production (e.g. cap stats).
- Established networks with other INGOs and Consultancy firms.
- Excellent written and spoken communication skills.
- Excellent numeracy.
- Ability to motivate and lead a team based in diverse locations.
- French language skills an advantage.

Core Behaviours:

- It is envisaged that this post will involve mainly 'leading' and doing.

Financial Data:

- Annual £ Expenditure Responsibility (Including Payroll).

Key Relationships

Internal

- PS2 Directors and Chief Technical Lead

- Country Office Directors
- Finance, MEL Leads
- NTD Project Directors

External

- Donors
- Programme partners
- Networks (e.g. British Expertise International, Bond)