

## Job Description

**Job title:** Head of Institutional Funding

**Job location:** UK

**Reports to:** Director Institutional Funding

**Responsible for:** Institutional Funding Advisors (currently x 7)

**Department:** PS2

### 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

1. To lead the development and implementation of a portfolio of work within the institutional funding team (IFT) currently focused on West Africa (17 Anglophone, Francophone and Lusophone countries), and lead on the development of strategic partnerships with individual institutional donors as prioritised.
2. To provide direct line management and strategic support to a sub-team within IFT, that will support continued income growth and contract management, in line with the Institutional Funding strategy.
3. To successfully manage existing grant / contracts falling within the remit of this role and secure new income to the organisation.
4. To support programme learning and capacity building of country office teams and partners and to deputise for the Director of Institutional Funding in his/her absence.

Institutional funders are defined as either:

1. Bilateral and multi-lateral donors
2. Funders that take a developmental and programmatic approach to funding i.e. donor signs up to international development policies and frameworks such as the MDGs
3. Funders with in-house technical expertise in support of its aid policies and where technical experts act as main interface with grant recipients
4. Funders with established development aid programme, procedures, policies and priorities for funding
5. Scale of funding (potential to be multi-country, multi-annual & multi-million pound grants/contracts)
6. Funder is strategically linked to the development arm of bilateral and multi-lateral donors e.g. Gates, Comic Relief, links with DFID
7. Funders with significant contract management compliance requirements which poses a high risk to the organisation and where it makes business sense for such a contract to be managed by a team with contract management expertise
8. Proposal document and development process being theory of change/logframe driven
9. Relationship development with the donor is geared towards both policy and funding
10. Funders whose support relies on payment by results

## Principal accountabilities:

- To work with the Director of IFT to operationalise the Institutional Funding strategy, maximising the potential of sustainable funding from institutional donors for Sightsavers' programmes globally.
- To provide strategic leadership of a number of key institutional funding relationships, which will result in either the renewal of existing funding or to securing of new funding.

- To develop and implement strategic and operational plans on institutional donors sitting within the remit of the role.
- To mentor and provide line management support to the IFT sub-team and contribute to the leadership of the Institutional Funding team more broadly.
- To raise the profile of Sightsavers' work in the area of Institutional Funding through representation and interaction at appropriate fora, so that it is recognized as a strategic partner by institutional donors and development actors.
- To work with the Director of Institutional Funding and the rest of the team to develop institutional funding management information systems and contribute to programme learning.

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

### **Knowledge (education and related experience):**

- Extensive experience of working in government or statutory funding for an international development organisation
- Proven track record of having raised and managed significant funding from a range of institutional donors e.g. DFID, USAID, EC, major foundations
- Experience of support and capacity building of non-programme funding specialists in grant application and grant contract management
- Line management experience

### **Skills (special training or competence):**

- Established relationships with major multilateral and bilateral donors
- Excellent written and spoken communication skills
- Working French is an advantage
- Numerate and ability to use Excel
- Ability to co-ordinate projects
- Ability to train and develop others' understanding
- An understanding of and commitment to equality of opportunity for disabled people.
- Willingness and ability to travel overseas regularly for proposal development, workshop delivery, donor visits and supporter trips, etc.

### **Core behaviours:**

- Communicating and influencing
- Team working
- Planning and organising
- Change and improvement
- Decision making
- Delivery and implementation

## **Key relationships**

### **Internal**

- Institutional Funding Team
- Director Policy and Programme Strategies
- Director Finance & Performance
- Director of NTDs
- Director, of Programme Strategy and Development
- Programme and Project Directors
- Regional Directors
- Country/Area Directors
- Regional Finance Managers and Finance Officers
- Global Fundraising
- Communications Team
- Planning, Performance and Reporting Team
- Strategic Programme Innovations and Development, Evidence and Research
- Policy Team

### **External**

- Representatives of major institutional donors including multilateral, bilateral, trusts and foundations
- Sightsavers' Partner organisations
- Other INGOs and NGO networks including BOND
- Decision makers and opinion formers e.g. policy networks
- Sightsavers' Strategic Alliances e.g. International Disability Alliance