



Job Description

Job Title: Institutional Funding: Senior Advisor
Job Location: Dakar, Senegal
Reports to: Institutional Funding, Head of Team
Department: Policy and Programme Strategy

Job Purpose:

To be responsible for developing institutional donor relationships, both directly and in support of other members of the Institutional Funding team. To work with the Director and Heads of Institutional Funding to lead on contract management and maintain key institutional donor relationships for some of our largest funding agreements. The post holder will engage with senior internal stakeholders at head office, consortium working groups and country offices to support project implementation.

Principal accountabilities

1. **Building strategic relationships** - This includes developing and maintaining key high profile external relationships to maintain Sightsavers credentials as a strong programme delivery partner.
2. **Contract management** - Directly manage the contracts/grants for agreed Sightsavers projects strictly in line with donor obligations.
3. **Bid development** - Lead on the effective planning, coordination, production and negotiation of bids and proposals.
4. **Learning and continuous improvement** - Make a broad, active and constructive contribution to the overall strategic direction and operations of the Institutional Funding Team, Policy and Programme Strategy Department and the wider organisation.
5. **Line management** - Line Manage Institutional Funding Advisor(s), building competence and expertise across all areas of Sightsavers Institutional Funding Team Competency Framework.

The principal 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.

Jobholder entry requirements - *the essential knowledge, skills and behaviours required*

Knowledge (education and related experience):

- Educated to degree level or equivalent working experience

- Extensive working experience in government or statutory funding for an international development organisation
- Research experience (preferably including development of engagement plans or donor strategies)
- Experience and knowledge of general international development environment.

Skills (special training or competence):

- Strong interpersonal and relationship building skills with exceptional networking skills
- Exceptional written and verbal communication skills in French. Business level English.
- Exceptional internal and external stakeholder management skills
- Exceptional reporting writing and proposal development skills
- Strong research skills with the ability to translate concepts into effective action plans.
- Numerate with the ability to analyse complex financial and programme data
- Line Management Experience (preferable)
- Computer literacy (Office, Word, Excel, etc.)
- Able to travel for up to 8 weeks per year travel to meet donors, accompany donors and support programme staff in the development of relationships at a country office / regional level.
- An understanding of and commitment to equality of opportunity for disabled people.

Core behaviours:

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

Key relationships**Internal**

- Institutional funding team
- Global Technical Leads
- Research team
- Evaluation team
- Policy and Advocacy team
- Programme teams
- Communications team
- Planning, Performance and Reporting team
- Programme Support and Monitoring team

External

- Donors
- Other funding professionals
- Other INGOs and Strategic Allies

Date as of: October 2021