Senior Advisor, Programme Design and Development (maternity cover)

Job Framework

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Cost Centre</th>
<th>Location</th>
<th>No. of Direct Reports</th>
<th>Reporting to</th>
<th>Budget</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Senior Advisor, Programme Design and Development (maternity cover)</td>
<td>62140</td>
<td>London, UK</td>
<td>None</td>
<td>Senior Manager, Programme Design and Development</td>
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<td>No</td>
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The Function

The Programme Design and Development (PDD) team, as part of MSI’s International Programmes department, plays a critical role in driving the strategic growth of our global partnership by delivering targeted increases in external funding. It works with MSI’s country programmes and the External Affairs department to diversify MSI’s institutional funding base and increase the overall financial sustainability of the country programmes to deliver services for women today and tomorrow. The PDD team plays a pivotal role in deepening the capacity in programmatic strategy and technical design from a global to country level.

The Role

As a part of MSI’s PDD team, you will work with country programmes to develop dynamic and successful proposals for institutional donors, including bilateral and multilateral donors, private foundations, charitable trusts, and host country governments. You will work closely with in-country and technical teams across the organisation to lead the development of single- and multi-country proposals, including lead writing and bid coordination. You will also play a key role in developing country fundraising action plans, facilitating project design processes, engaging with partners, and building the capacity of MSI country programmes to execute effective new business development strategies. You will provide mentorship and capacity-building to PDD Advisors and the PDD Officer.

Key Responsibilities

- **Developing proposals**: manage all aspects of the proposal development process including: lead technical writing, coordination of the proposal development and submission process, and the development of the technical and cost strategy, ensuring that the process adheres to MSI procedures and requirements, and ensuring that the final cost and technical proposals align with all donor requirements. Provide on-going backing to country programmes and global teams in proposal development and provide in-country technical assistance to facilitate the proposal process and build capacity, as required.

- **Identifying and answering specific opportunities**: identify and pursue partnership and funding opportunities from major funders of sexual and reproductive health programming, particularly bilateral and multilateral donors. Manage relationships with partner organisations related to potential and specific funding opportunities.

- **Coordinating efforts between MSI and partner organisations**: coordinate the proposal development process for proposals and budgets submitted in partnership with other organisations.

- **Developing country and regional fundraising strategies**: work with senior management including regional directors and country directors to develop fundraising action plans to identify potential donors and new business opportunities for MSI country programmes. Contribute to the development, implementation, and review of MSI’s new business development goals and strategies.

- **Advising on donor priorities**: track donor funding trends, policies, and priorities and communicate these to MSI country directors and regional teams. Research and analyse donor calls for funding applications including tenders, expressions of interest and requests for proposals.

- **Strengthening the capacity MSI teams**: expand the capacity of MSI team members to develop competitive technical
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and cost proposals and effectively engage in proactive fundraising through mentoring, technical assistance visits, and direct training.

- **Developing effective tools for proposal development**: contribute to the development and maintenance proposal development tools and resources including updating capability statements, descriptions of MSI’s technical areas of expertise, country programme and/or project write-ups, and development of graphics and presentations.

- **Contribute to the continuous improvement of MSI’s systems**: contribute to developing better tools, systems, techniques, and strategies for identifying, tracking, and pursuing new business opportunities, developing proposals and budgets, and managing institutional knowledge.

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### Experience (essential/desirable)

- Demonstrated experience working in international programme management, business development, or international development. Experience in international health and with bilateral donors such as DFID;

- Proven experience in managing complex projects with multiple stakeholders under rigorous deadlines;

- Proven track record of developing technical strategies for complex proposals and in securing high-value contracts from donors, foundations, and trusts;

- Proven experience in strategic planning, programmatic design and budget development;

- Proven relationship building skills and ability to work jointly and effectively in cross-cultural settings and with a wide variety of organisations;

- French language skills strongly preferred

- Exceptional problem solving abilities and to perform gracefully under pressure;

- Ability to take initiative and achieve results with limited supervision;

- Solid analytical skills and ability to present complex concepts in clear and concise formats;

- Strong attention to detail and follow-up;

- Experience developing, reviewing, and/or monitoring budgets;

- Experience and demonstrated ability to manage a heavy and fluctuating workload;

- Experience in working with statistical and financial data;

- Excellent people and negotiation skills;

- Developing country work experience preferred;

- Advanced computers skills (Word, Excel, PowerPoint, Adobe);

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### Qualifications and Training (essential/desirable)

- Relevant Master’s Degree (MPH, MA, MBA) or equivalent;

- Outstanding English writing skills. All applicants will be required to undergo a written evaluation as part of the recruitment process.

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### Personal Attributes

- Pro-choice;

- Team player, energetic, enthusiastic, and positive;

- Quality-focused and results-oriented;

- Calm under pressure;

- Self-starter;

- Highly organised, action oriented, and decisive;
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- Confident and professional;
- Resourceful and determined;
- Sound judgement;
- Determined to succeed;
- Good listener;
- Emotional intelligence;
- Integrity;
- Driven by quality;
- Willingness to travel required (approximately 10% travel).