

ROLE PURPOSE



Role Title: Senior Institutional Development Advisor

Division: Public Affairs

Location: Flexible

Date: March 2024

Employment type: Full time, Permanent

Reports to: Head of Institutional Funding

Number of direct reports: 0

Leadership Band: Leads self

Purpose of the role:

The Senior Institutional Development Advisor provides direct support and technical advice to the Head of Institutional Funding in the development and implementation of the organisational Institutional donor funding strategy to directly contribute to market funding targets. They will identify and analyse ODA (and other institutional donor) funding trends and opportunities globally which can potentially lead to funding for The Foundation. They will also help identify, build and manage relevant partnerships with other implementing organisations (INGOs, managing contractors, research institutes, private sector), for which eye health could be integrated into and will play a key role in positioning the organisation as a key supplier and partner to both these donors and implementing organisations. They will act as direct general support and provide technical advice to enable the implementation of the UK and Europe, US and Asia market strategies.

The Senior Institutional Development Advisor will be responsible for:

1. Coordinating the systematic identification and mapping of funding trends, innovations and opportunities and ODA/institutional donors and potential partners and providing technical advice and analysis on where the entry points and opportunities are for The Foundation.
2. Providing technical advice to relevant teams across The Foundation, in the development of program designs for bids and funding pitches for ODA and other institutional donors and other supportive documentation as required
3. Supporting the management of a pipeline of both reactive (known open call for proposal opportunities) and proactive/unsolicited opportunities in close consultation with donor relationship managers, grant development and program development teams
4. Advising on, and documenting approaches and strategies for engagement with ODA/institutional donors or implementing partners and
5. Developing capability statements or other products to engage ODA/institutional donors and partners.
6. Developing and writing donor proposals and budgets
7. Other areas as directed by management, relevant to the Strategic Initiatives team and Public Affairs Division.

Our Capabilities:

As a member of The Foundation Family you will:



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Demonstrated experience in identifying and securing funding opportunities from ODA/institutional donors for international development projects (preferably in public health)
 - Demonstrated stakeholder and partnership engagement experience both internal and external
 - Experience synthesising technical information to write effective donor proposals, capability statements or other relevant products
- Demonstrated initiative and resourcefulness to identify and solve issues proactively
- Excellent Microsoft office skills (focus on Outlook, Word, Excel and PowerPoint).

Skills:

- Excellent interpersonal skills with the ability to manage a wide variety of diverse relationships utilising a collaborative and consultative approach to communication
- Outstanding written and verbal communication skills, with the ability to produce clear and articulate written content and verbally communicate complex information to senior colleagues quickly and effectively
- An ability to pro-actively engage with and influence a range of internal stakeholders including senior leaders of other teams
- Well organised, flexible and proficient multi tasker with high-level organisational and time management skills

Desirable Experience:

- Fundraising experience in a fast paced, growth oriented organisation
- Experience working in an INGO, managing contractor or ODA/institutional donor and particularly in public health sector projects
- Demonstrated understanding of a business operations environment
- Demonstrated understanding of a sales environment
- Experience working with a database or CRM, and website CMS.
- Exposure working in a global context

- Attention to detail as the basis for written work and in liaising with internal and external stakeholders
- Ability to work independently with limited supervision, and as part of a small team
- Strong business acumen to identify new income opportunities.

Qualifications:

Tertiary qualification in International Development, Business Administration, Marketing, Communications or similar field

Travel:

Domestic and international travel may be required

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

The position involves:

This position does involve “Working with Children” either direct or indirect.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children