

Job Description:

Senior Advisor, Programme Design and Development

General role information

Job Title:	Senior Advisor, Programme Design and Development
Reporting to:	Senior Manager, Programme Design and Development
Career Level:	6
Salary Band:	17 (£46,000 - £53,000 - £68,800)
Notice period:	1 month
Budget Responsibility?	No
Direct Reports?	No

About MSI

At Marie Stopes International we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.

The department and team

The Programme Design and Development (PDD) team, as part of MSI's Partnerships and Philanthropy department, plays a critical role in securing new donor funding to drive the strategic growth of our global partnership. PDD works with MSI's country programmes, donor leads, and technical teams to design programmes and develop winning proposals. The PDD team plays a pivotal role in supporting country programmes with strategic fundraising efforts and diversification of MSI's institutional funding base.

The role

As a part of MSI's PDD team, you will independently lead the development of dynamic and successful programmes and proposals for institutional donors, including bilateral and multilateral donors, private foundations, charitable trusts, and host country governments. Working closely with in-country and technical teams across the organisation you confidently handle single- and multi-country proposals processes, including bid writing and coordination. You will also own the country fundraising action plans process, facilitate programme design processes, negotiate partnerships, and building the capacity of MSI country programmes to effectively conduct local donor engagement. You will provide mentorship and capacity-building to PDD officers.

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Key responsibilities

- **Developing proposals:** independently manage all aspects of single- and multi-country proposal development processes including: lead technical writing, coordination of the proposal development and submission process, development of the technical and cost strategy, ensuring adherence to MSI procedures and requirements, and ensuring that the final cost and technical proposals align with all donor requirements.
- **Developing partnerships between MSI and external organisations:** manage partner mapping and steer prepositioning for funding opportunities, lead partnerships discussions and negotiations for proposal development, represent MSI and PDD at external design meetings.
- **Developing country fundraising strategies:** contribute to the development, implementation, and review of MSI's new business development goals and strategies.
- **Identifying specific opportunities:** identify and pursue funding opportunities from major and emerging funders, maintain ownership of fundraising action plans and manage prioritisation in collaboration with country programmes and the Global Programmes Unit. Represent PDD and MSI in donor meetings and calls. Where needed research and analyse donor calls for funding applications including tenders, expressions of interest and requests for proposals.
- **Contribute to the continuous improvement of MSI's systems:** lead on or contribute to the development and improvement of tools, systems, techniques, resources, and strategies for identifying, tracking, and pursuing new business opportunities, developing proposals and budgets, managing institutional knowledge, represent PDD on specific technical working groups and facilitate cross-departmental sharing and learning, including descriptions of MSI's technical areas of expertise, country programme and/or programme write-ups, and development of graphics and presentations.
- **Strengthening the capacity MSI teams:** expand the capacity of PDD and MSI team members to develop competitive technical and cost proposals and effectively engage in proactive fundraising through mentoring, technical assistance visits, and direct training.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the person specification for the role.

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date: