

## JOB DESCRIPTION



Role Information			
<b>Job Title</b>	Senior Donor Coordinator	<b>Division / Location</b>	International Programs, Australia
<b>Date</b>	October 2017	<b>Career Band</b>	Senior Professional
<b>Employment Type</b>	Full Time, Permanent	<b>Role balance guide</b>	<b>People:</b> 50% <b>Operations:</b> 20% <b>Technical:</b> 30%
<b>Name</b>	TBC		
<b>Role summary</b>	<p>This position supports sustainable eye health programming by streamlining, coordinating and supporting improved grant management processes, to ensure effective, fiscally responsible and quality project implementation. They will provide oversight, management support and coordination for the implementation, monitoring and reporting of all institutional grants and contracts. They will also build the organisation's grant management capacity.</p> <p>Key areas of accountability include:</p> <ul style="list-style-type: none"> <li>Analyse and manage grant portfolio performance and risk</li> <li>Management and strategic direction</li> <li>Grant Management</li> <li>Grant management system development and improvement</li> <li>Business development and resource acquisition</li> <li>Compliance and Planning</li> <li>Leadership</li> <li>Team contribution</li> <li>Values and Behaviour</li> <li>Health, Safety and Wellbeing</li> </ul>		
<b>Reporting &amp; Requirements</b>	<ul style="list-style-type: none"> <li><b>Reports to:</b> Global Lead – Resource Mobilisation</li> <li><b>Member of:</b> Global support - Resource Mobilisation team</li> <li><b>Required to:</b> Travel as required; work outside normal business hours as required</li> <li><b>Working with Children:</b> This position is not recognised as having access to children</li> </ul>		
<b>Role Relationships</b>	<b>Relationship with Manager</b> <ul style="list-style-type: none"> <li>Manager assigns tasks and is accountable for performance and development</li> </ul>	<b>Relationship with others</b> <ul style="list-style-type: none"> <li>Direct reports: Donor Coordinators</li> <li>Internal: Office of CEO, IPD, Regional &amp; Country offices, Legal, Risk, Finance, M&amp;F, M&amp;E</li> <li>External donors (The Trust, DFID, USAID, DFAT, SCB, and others), other INGOs</li> </ul>	<b>Works with these roles</b> RM Team, Regional Directors, Program Coordinators, Program Officers, Country Managers, Project Managers, Global Lead – Dev Eff, Senior M&E Coordinator, Communications Manager, Research Coordinator, Partnerships Executives, Associate Director – M&F, Medical Officer

### **Core accountabilities:**

To support the Foundation's 2014 – 2018 strategic objectives,  
specifically 'Continued growth in public support and diversification of income sources'

#### **Analyse and manage grant portfolio performance and risk (10%)**

- Ensure high level analysis of portfolio performance and financial results.
- Develop and monitor portfolio level performance and reporting metrics including overhead recovery, acquitted income, underspends, contract amendments, contract extensions, and no cost extensions, in coordination with finance division.
- Oversee risk management across the Foundation's external donor grant portfolio.
- Have a thorough and current knowledge of the financial, workplan, partner, and political risks across the portfolio.
- Review selected project reports to ensure quality and adherence with the Foundation and donor reporting requirements.
- Ensure grant implementation aligns with proposals and budgets, and meets reporting timelines.
- Other donor coordinator duties as required.

#### **Management and strategic direction (40%)**

- Ensure accountability and performance management of Donor Coordinators through management, regular communication, supervision and feedback.
- Monitor the implementation of project workplans, the Donor Coordinators' knowledge of financial management, attention to partner relationships, and commitment to donor engagement.
- Ensure cohesion in standard practice, peer learning, and process improvement with Donor Coordinators.
- Establish effective working relationships with staff to ensure each project meets grant agreement and donor expectations.
- Build the capacity of Donor Coordinators as needed.
- Lead the recruitment of new or replacement Donor Coordinators.
- Contribute to the ongoing development, implementation and review of the RM strategy by contributing knowledge of compliance issues, lessons learned from grant management, and intelligence gained from donor contact.

#### **Grant Management (30%)**

- Coordinate the planning and reporting of new and existing contracts with key Foundation donor
- Ensure compliance by The Foundation with all conditions of the donor contracts, including strategy, procedures and policy, donor branding requirements and relevant cross-cutting policies
- Communicate professionally and in a timely fashion with donor and partners to ensure effective grant administration
- Support the inception stage of newly awarded contracts: start up new grants from award of contract by the donor through to engagement of the grant manager and implementation team, engaging support as needed.
- Ensure availability and coordination of technical input for ongoing grant projects and source additional support when required.
- Maintain and manage files relating to donor projects, partnerships and sub-grant agreements
- Identify risks and provide mitigation strategies for adhering to the donors' grant requirements
- Other donor coordinator duties as required

#### **Grant management system development and improvement (15%)**

- Develop effective grant management system, processes and practices, codified in Programs Management Handbook and online project management system
- Help build the capacity of country offices in grants management processes and contract compliance; in line with Programs Management Handbook
- Work with Donor Coordinators to develop and roll out common systems and processes to be used across the whole grant portfolio.
- Assist to resolve legal and procurement issues that arise at project level as identified by the Donor Coordinators and assist them to troubleshoot on implementation issues.
- Be the point of liaison between the Donor Coordinators and legal to ensure an efficient and streamlined contact with this key internal stakeholder, as appropriate.
- Collect, analyze and report on lessons learned and best practices on how to manage and implement grant funded projects.

**Business development and resource acquisition (5%)**

- Provide any donor insights sourced from field based donor personnel, project personnel, industry contacts or partner contacts on potential acquisition opportunities to the grant acquisition team.
- Ensure lessons learned from grant portfolio management relevant to resource acquisition are provided to the grant acquisition team.
- Facilitate and support The Foundation's engagement with key donor, keep informed of donor engagement across The Foundation and support where necessary, lodge engagement via online CRM system

**Leadership**

- Role Model to a high standard The Foundation's policies and procedures, values and leadership standards.
- Proactively contribute to the development of the divisional strategy.
- Ensure all direct reports have clear performance goals and development plans which enable them to succeed.
- Ensure the effective management of the division's resources (financial, technical and operational) in order to achieve the Foundations strategic objectives.
- Effectively select, retain and develop talent, experience and skills to help build a strong Foundation.

**Team Contribution**

- Constructively contribute and collaborate with all colleagues
- Deliver high quality work that supports our global operating environment
- Demonstrate compliance with all legislation and The Foundation's policies and procedures

**Values and Behaviour**

- Promote and role model appropriate behaviour to support The Foundation's culture, performance and brand
- Actively support The Foundations commitment to the principles of diversity, inclusion and EEO
- Actively demonstrate the organisational values:
  - Integrity:** We stand up for what is right
  - Collaboration:** We are stronger together
  - Empowerment:** We make a difference
  - Action:** We focus on results

**Health, Safety and Wellbeing**

- Adhere to all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation.
- Identify, assess, prioritise and control risks arising from the operation of the division in relation to the impact on the health and safety of all staff, contractors and visitors.
- Ensure that a system of work is safe and without risk to health is developed, documented and followed by workers and others through appropriate training, supervision and monitoring.
- Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers or others in their charge including contractors whom they engage.

**Child Protection**

- This position is recognised as having "contact with Children", either direct or indirect.

## Person Specification

	Essential	Desirable
<b>Qualifications, Knowledge and Experience</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Tertiary Qualification in a relevant discipline (experience in eye health or public health will be favourably regarded)</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of donor contracts and agreements</li> <li>• Knowledge of donor reporting and compliance</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least five-six years grants management experience, with institutional donors</li> <li>• Experience managing a small team</li> <li>• Previous work experience in international development</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of financial management and contract negotiation</li> <li>• Monitoring and Evaluation frameworks</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Project management development and implementation</li> <li>• Experience with budget development and monitoring</li> </ul>
<b>Skills and Attributes</b>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills with the ability to manage a wide variety of diverse relationships utilising collaborative consultation and communication skills</li> <li>• Excellent written and verbal communications skills</li> <li>• Outstanding organisational skills</li> <li>• Flexibility and adaptability</li> <li>• Proficient in Microsoft office applications</li> </ul> <p><b>Attributes:</b></p> <ul style="list-style-type: none"> <li>• Ability to meet conflicting deadlines</li> <li>• Ability to coordinate multiple stakeholders</li> <li>• Ability to work under limited supervision</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Confident presentation and public speaking skills</li> <li>• Highly developed and effective negotiation skills</li> <li>• Time management skills</li> <li>• Contract negotiation skills</li> </ul> <p><b>Attributes:</b></p> <ul style="list-style-type: none"> <li>• Cultural awareness and understanding</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Eligibility to work in Australia</li> <li>• Preparedness to undergo background checks including for working with children</li> <li>• Availability to travel domestically and internationally</li> <li>• Ability to work flexible hours</li> </ul>	

***This job description defines the broad accountabilities of this position which may change based on organisational need. Please refer to divisional, team and individual work plans for more specific details***