

Job Framework:

Head of Challenge Fund – CIFF programmes



General role information	
Job Title:	Head of Challenge Fund – CIFF Programmes (Global Programmes and Philanthropy)
Reporting to:	Associate Director – CIFF Programmes
Salary Band:	BG10
Notice period:	3 months
Budget Responsibility?	No
Direct Reports?	Yes
Client facing role?	Yes
Introduction:	
<p>MSI Reproductive Choices is one of the world’s leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose. From contraception to safe abortion and life-saving post-abortion care, we are committed to delivering compassionate, affordable, high-quality services for all.</p> <p>Today, our organisation has over 9,000 team members working in 37 countries across the world. Our success lies in the fact that MSI teams are locally led, entrepreneurial and results-driven, and are passionate about delivering high quality, client-centred care in their own communities. As a social business, we focus on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.</p> <p>We know that access to reproductive choice is life changing. For some, it can mean the ability to complete an education or start a career. For others, it means being able to look after the family they already have. For everyone, it means the freedom to decide their own future, creating a fairer, more equal world.</p>	
The role	
<p>MSI seeks a Head of Programmes in their Global Programmes and Philanthropy (GPP) department to oversee a range of anticipated large grants funded by the Children’s Investment Fund Foundation (other foundation donors will potentially also be added to the portfolio).The Head of Challenge Fund – CIFF Programmes is responsible for the high-quality stewardship of newly approved and anticipated global and bilateral CIFF investments totalling over \$70m to advance sexual and reproductive health services and increase modern contraceptive prevalence in six countries across West and Central Africa.</p> <p>The Head of will oversee a team of three staff and be responsible for supporting an upcoming \$70 million portfolio to be implemented in six West and Central African countries. Reporting to the Associate Director, the Head of will oversee the internal start-up and delivery of the programmes and followed by the support to country programme and partners’ implementation, ensuring delivery of agreed deliverables (including payment by results KPIs). In addition, the Head will work across departments at MSI to ensure learnings across the organisation and the country programmes, reflecting the technical leadership of this exciting portfolio. Alongside the Associate Director, the Head will play a critical role in donor relationship management including complex cross-cutting reporting and co-funding management. This is an exciting senior role that requires management, leadership and strong communication and facilitation skills,</p>	

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analytical and problem-solving skills, excellent ability to work across teams to deliver results, and great attention to detail.

This role and project team is part of the broader team supporting CIFF investments. The team oversees the technical design and execution of strategic large scale foundations investments and is responsible for safeguarding and advancing MSI's relationship with CIFF as a key contributor to achieving MSI's mission. The team provides organizational leadership to ensure that MSI's strategy, policy, systems, and capacities are responsive to donor priorities and investments.

Key Responsibilities

Stewardship of a portfolio of large-scale foundations and grant management relationships

- Accountable for portfolio start-up and development of key guidance for sound implementation across the country programmes and across the team of managers and advisers.
- Accountable for stewardship and implementational performance of all projects and grants within the role's donor portfolio ensuring all KPIs delivered on time and to budget and that all risks and issues are reported timely and accurately internally and to donors when necessary.
- Accountable for ensuring donors and MSI standards for delivery, reporting and compliance are met and exceeded through: cohesive, accurate and high quality financial and narrative reporting; ensuring with country programmes and regional teams that implementation approaches are in line with donor expectations and will achieve the results required to deliver payment KPIs and to achieve logframe or other project monitoring results; ensuring corrective action is implemented where necessary
- Ensure any changes to projects and agreement minimise risk to MSI and support implementation of MSI's 2030 strategy.
- Build country programme capacity to effectively manage CIFF funding and engage with CIFF as a donor
- Work closely with MSI regional teams and country programmes to navigate complex donor discussions around project progress, challenges experienced, contractual changes, value for money and future investments.
- Ensure coherence across donor communications on key programme management issues, developing and rolling out guidance across MSI where appropriate.
- Drive initiatives which facilitate knowledge sharing on the requirements of strategic foundations and best practice ways of working so country programmes remain up to date on donor requirements, to strengthen their own performance and enhance MSI's reputation for quality programme delivery.
- Work closely with the Associate Director, responsible for donor relationships, to ensure donor grant relationships grow in a manner that positions MSI as the partner of choice, feeds into donor specific strategies, advances opportunities to fund the mission and shapes the sector
- Contribute to new business development opportunities when they arise.

Team leadership

- Provision of high-quality line management to a team of two managers and one adviser delivering grant management to specific parts of the portfolio, global and bilateral.
- Ensure direct reports are motivated, receive regular 1-2-1s, development opportunities, and coaching and mentoring as required to support their professional development.

- Be a visible lead within the broader GPP department, working other senior colleagues to create a resilient, adaptable team who feel supported, connected and equipped to deliver MSI2030 goals.

Technical Coordination and Leadership

- Manage the effective delivery of dedicated technical or operational areas for the portfolio, especially the learning agenda and associated dissemination strategy.
- Together with the Evidence & Impact team, support data collection and documenting best practice, lessons learned and innovations for specific outputs or technical/thematic areas (to be identified); contributing to or co-ordinating Technical Working Groups;

Other

- Contribute to the overall flexibility of resources use in the programme team by undertaking other assignments or tasks in accordance with your skills and experience as delegated by the Associate Director.
- Support broader MSI GPP department initiatives to ensure robust stewardship of donor funded programmes at MSI, and to strengthen compliance capacity across MSI countries.

Key Skills

To perform this role, it is **essential** that you have the following skills:

- Senior, strategic grant management experience including with complex, high value awards from large scale foundations and/ government donors.
- Experience negotiating changes to contracts and agreements with donors
- Experience leading, managing and mentoring a team; able to clearly articulate strategies that support a team to deliver results and respond to donor priorities
- Skilled in identifying, managing and escalating risk at project, donor and departmental level
- Experienced in building and managing strong, remote grant management relationships with internal and external stakeholders
- Experience managing compliance, performance and risk of sub-partners
- Skilled at communicating about complex and sometimes highly sensitive grant management issues with donors and other external stakeholders
- Excellent skills in communicating evidence, excellent facilitation skills with proven ability to synthesize complex technical component into easy-to-understand briefs or presentation.
- Experience and knowledge of global health or allied thematic area (desirable)
- Knowledge of the French language (written and oral) is preferable for this role.

Key Experience

To perform this role, it is **essential** that you have the following experience:

- At least seven (7) years' experience in international health programming, including experience in senior-level management positions supporting large, multi-country and complex projects.
- Experience leading, managing, and mentoring a team, including matrix management across organisational departments; evidence of supporting a team to deliver results and respond to donor priorities.

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- Experience in identifying, managing, and escalating risk at project, donor, and corporate level, ideally gained through experience of managing a Payment by Results programme.
- Demonstrated experience in effectively engaging partners and managing multi-partner consortia.
- Understanding of the sexual and reproductive health and family planning fields (desirable)

Formal Education/qualification

- Educated to degree-level essential, master's degree desirable.

Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

We seek exceptional individuals who are aligned to MSI's mission and entrepreneurial mindset. You must be a strong communicator, self-motivated and solutions-seeking, committed to driving social change in an environment that measures sustainable results and impact at an individual and global level. You must be able to work effectively with and across diverse teams and be comfortable with ambiguity.

For this role, we're looking for an individual who is:

- A strong supporter of the cause of sexual reproductive health and rights and a woman's right to safe abortion (pro-choice)
- Quality-focused and results-orientated
- Proactive
- Highly organised
- Decisive and confident
- Resourceful and determined
- Self-aware
- Willing to travel up to 4 weeks per year

Our Values

Mission Driven: With unwavering commitment, we exist to empower women and men to have children by choice not chance.

Client Centred: We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

Accountable: We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

Courageous: We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

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Resilient: In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

Inclusive: We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

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

Full Name:

Signature:

Date:

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