



DIGNITAS

JOB DESCRIPTION

Job Title:	Director, Program and Business Development
Reports To:	President and CEO
Direct Reports:	Grants Officer
Contract:	Full-time; possibility to negotiate 80% FTE
Location:	Toronto, Canada with limited international travel; possibility to negotiate working remotely
Annual Salary:	CAD \$100K to \$120K (100% FTE); remuneration commensurate with qualifications and experience

Job Purpose

Based at Dignitas International's Headquarters and a member of the management team, the Director of Program and Business Development is the senior medical program professional and primary resource mobilization expert within the Dignitas team. The Director will drive proposal efforts for all health-related funding opportunities with both institutional and private donors. The position will also lead on program development activity in response to opportunities that align with the organization's strategic priorities.

In collaboration with program and other technical staff, and country office senior management, the Director is accountable for achieving results in program development and resource mobilization. He/she will frequently be relied upon to provide essential information and inputs critical to program development functions and processes.

The Director is a critical position to advance the agency's strategic growth. His/her actions will substantially contribute to Dignitas' ability to develop innovative and impactful programming, and competitively and successfully pursue and acquire funding.

Duties and Responsibilities

A. Organizational Leadership of Dignitas International:

- As a member of the Headquarters Management Team (MT), contribute to the overall organizational strategic plan and vision
- Participate in the MT oversight functions on policy and strategy as identified by the CEO, Board and MT
- Contribute to the development of the overall organizational strategic and annual plans/reviews and budget

- Participate in monitoring and reporting on the results of the organization through the annual accountability control cycle
- Proactively share information related to the organization's strategic initiatives with other MT+ members on crosscutting initiatives
- Serve as the practice leader in the area of global health programs and resource mobilization, monitoring trends to ensure Dignitas benefits from current knowledge, best practice and resources
- With the commitment of the CEO and Board to lead by example, infuse a spirit of excellence and innovation within DI culture and working environment.
- Promote Dignitas' values at work
- Other duties, as assigned

Program Development

- Build relationships with other experts in the field of global health, and liaise with donors, experts and other stakeholders in Canada, and globally
- Provide leadership and support to program teams (Africa and Canada), the Ideas to Impact (i2i) Lab and country offices in the areas of program design and strategy development
- In close collaboration with the Medical and Research Director, develop DI's approach to medical programming and design, and implement a plan to execute on it
- Facilitate technical and program linkages between the three areas of Dignitas' operating model: medical programs, research, and knowledge translation.

Resource Mobilization

- Lead the cross-organizational Team Diversify, the mechanism to drive the organization's top strategic priority: diversification of funding
- Build relationships, liaise and network with Dignitas' institutional and private donors, and other internal and external stakeholders to gather intelligence, prioritize and plan proposals to fund Dignitas' programs
- Oversee proposal authorization processes, ensuring sound go/no-go decisions
- Manage all collaborative proposal development processes, including the development of proposal work plans and schedules, designing, leading or participating in design workshops; building results frameworks and related tools and templates; and coordination and editing of technical, capability, and management inputs
- Serve as technical lead or supporting technical writer/reviewer for all proposals to public and private funders, providing technical leadership, assisting, and closely collaborating with other team members
- Liaise and coordinate with prime partners to produce high quality competitive proposals, while balancing technical, institutional, and budgetary priorities. Liaise and coordinate with sub-partners to provide clear, complete, and timely instructions and feedback for proposal deliverables

- Work closely and collaboratively with finance staff to provide input into the proposal budgeting process, ensuring that staffing and activity costs align with and are sufficient to undertake the proposed project
- In close collaboration with team members, donors, and partners, support the effective start up efforts for funded projects and ensure a smooth transition both at the headquarters and country office levels

Knowledge Management, Communications and External Relations

- Provide support to Programs staff to strengthen Dignitas' program development resources, particularly with regards to technical content, and past project performance documentation
- Ensure program development resources are archived and available for easy reference by staff across the organization
- Collaborate with the Communications Team, particularly on technical content, to produce high quality collateral for the organization including annual reports, marketing materials, etc.
- Contribute technical content to the Communications Team for use on-line in social media, Dignitas and i2i Lab websites, etc.
- Provide support in building capacity of the Fundraising Team to understand key medical and research aspects of new program design, proposals, and materials designed for donors
- Represent Dignitas at technical meetings, advocacy fora, and in other external-facing functions.

Required Background and Experience, Skills and Behaviors

- Strong level of technical knowledge, skills, and experience in program design, resource mobilization and technical writing.
- Minimum 5 years' experience mobilizing resources for global health programs with a proven track record in successful grant acquisition.
- Clinical background would be an asset (MD, MScN); PhD, MPH, MSc in a health-related field is also be desirable

TECHNICAL COMPETENCIES:

- Minimum 8-10 years' experience in global health, with experience in HIV/AIDS and/or SRH and/or NCD programming required
- Understanding and experience of gender equity principles and programming approaches
- Sound knowledge of bi-lateral and multi-lateral donor health programming and technical procurement procedures highly preferred
- Field programming experience and perspective required, including ability to work productively with a diverse range of country office program personnel in sub-Saharan Africa.
- Excellent writing, editing, computer and analytical skills, with strong attention to detail. Demonstrated track record preparing successful proposals and succinct technical documentation, as well as budget development.

BEHAVIORAL COMPETENCIES

- Demonstrates Dignitas' core values of integrity, excellence, equity, innovation & learning, collaboration & partnership
- **Communication:** Excellent written and verbal English language skills, as well as strong interpersonal skills. Proven ability to write compelling proposals to support resource mobilization efforts.
- **Strategic Thinking:** Actively applies technical and professional experience in close collaboration with others. Problem solves and encourages change for success while building trusting and strategic relationships with Dignitas staff and partners. Applies innovative solutions and encourages others to seek opportunities that adapt to new environments.
- **Collaboration:** Savvy in developing and maintaining productive working relationships with cross-functional colleagues and multi-disciplinary teams to facilitate collaborative and effective programming. Focuses on strengthening and developing partnerships, as well as networking with key stakeholders internally, cross-functionally and externally. Proven ability to work successfully in cross-cultural environments.
- **Leadership:** Aligns performance to deliver results and actively identifies learning opportunities to develop self and others. Represents Dignitas externally and effectively engages with senior level international health professionals, as well as current and prospective partners and donors. Leads and inspires others.
- **Organization:** Strong time management and coordination skills with the ability to independently schedule and prioritize multiple tasks. High energy, positive "can-do" attitude, with a high degree of initiative and flexibility.

Other Requirements

Ability to travel internationally at (a valid passport is required).

Working Conditions

- Office setting with some travel between Canada and Africa
- Occasional evening and weekend hours required

Approved By:	<i>CEO</i>
Date Approved:	<i>April 2018</i>
Review Date:	