

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	Philanthropy and Partnerships Lead		
<b>Directorate/Cluster:</b>	Resource Mobilisation and Innovation	<b>Unit/Team:</b>	Institutional & Philanthropy Funding Team
<b>Grade and Salary:</b>	E	<b>Contract Type:</b>	Fixed term contract (Sept 2019 until May 2020)
<b>Location:</b>	GS Hub Office – London, Nairobi or Johannesburg	<b>Budget Holder:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Reports to: (incl matrix reporting)</b>	Head of Institutional & Philanthropy Funding		
<b>Direct Reports :</b>	None		
<b>Matrix Reports:</b>	None		
<b>Operational Remit:</b>	Global <input checked="" type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/> Global Secretariat <input type="checkbox"/>		
<b>DBS (CRB) / Police Check:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Job Role</b>			
<b>Role Overview:</b>	Enable delivery of the philanthropy and partnerships fundraising income growth globally from new and existing AA fundraising markets by coordinating a peer to peer capacity building programme and ensuring the ongoing development and improvement of necessary systems, processes and policies. Working closely with the Corporate Engagement Advisor on elements related to fundraising.		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>1. People Management</b>	<ul style="list-style-type: none"> <li>Operational / Functional and general management contribution to the leadership team taking a whole GS and Federation perspective.</li> <li>Develop a team culture that values collaboration internally, cross functionally and in partnership with countries.</li> </ul>		
<b>2. AAI Values Practice &amp; Strategy Change Priorities</b>	<ul style="list-style-type: none"> <li><b>Leading Innovation and Change</b> Establish a culture of excellence in respective team that values experimentation and continuous improvement</li> <li><b>Feminist Leadership:</b> Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</li> <li><b>AAI Values Practice:</b> Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility.</li> </ul>		

<p><b>3. Delivery on Strategic Priorities (Directorate/Cluster-specific - maximum 5 KPIs)</b></p>	<p><b>1. Provide technical advice and co-ordinate a peer to peer capacity development programme to support countries grow income and deliver on the Philanthropy and Partnerships (P&amp;P) ambition as outlined in the Global Funding Strategy</b></p> <ul style="list-style-type: none"> <li>• Working closely with key markets, support the development and delivery of the fundraising three-year operational plan.</li> <li>• Facilitate the design, development and delivery of training and other capacity-building initiatives for a range of stakeholders, to ensure AAI can deliver its P&amp;P growth ambition.</li> <li>• Provide ad-hoc technical advice and support to country and thematic teams as requested, assisting with recruitment, strategy development, operational planning and investment management.</li> <li>• Design and deliver a programme of inductions for fundraisers and senior management across the Federation.</li> </ul>
	<p><b>2. Facilitate peer sharing and effective knowledge management across the Philanthropy and Partnerships community, to drive learning, innovation and collaboration.</b></p> <ul style="list-style-type: none"> <li>• Take a lead in facilitating the sharing of skills, experience and innovation across AAI by overseeing the development and co-ordination of community of interest groups and skills share workshops e.g. Corporate Engagement</li> <li>• Keep abreast of Philanthropy and Corporate Social Responsibility fundraising trends and proactively share these insights across the fundraising community</li> <li>• Support effective knowledge management through the continual review of the Philanthropy and Partnerships intranet spaces to ensure resources are accessible and up to date</li> <li>• Network internationally to keep pace with international developments and engage with other INGOs to benchmark fundraising performance.</li> </ul>
	<p><b>3. Support the development, management and continual improvement of global systems and processes which govern and support Philanthropy and Partnerships income and ensure compliance to relevant global fundraising policies</b></p> <ul style="list-style-type: none"> <li>• Alongside the Corporate Engagement Advisor, contribute to the development and roll out of the Corporate Engagement Framework and supporting processes, embedding understanding across the fundraising community.</li> <li>• Represent the Philanthropy and Partnership community in the Contract Management System (CMS) core project team, providing technical expertise and guidance, as well as championing the project across the Federation</li> <li>• Build member understanding of fundraising policies and processes, to improve mutual accountability and ensure greater compliance e.g. Cross Border Policy, Call process</li> <li>• Represent high value and participate actively in cross-organisational groups and projects, and sharing learnings</li> </ul>

	<p>and updates with the wider team and fundraisers as necessary.</p>
	<p><b>4. Understand and promote organisational funding priorities and gaps to the Philanthropy and Partnerships Community, to ensure the most flexible and strategic funds are raised for the Federation.</b></p> <ul style="list-style-type: none"> <li>• Lead the coordination of the co-financing fundraising initiative across AAI and promote to high value fundraisers.</li> <li>• Working closely with the Humanitarian Team, Country Teams and high value fundraisers share information and ensure fast and co-ordinated emergency appeals are launched and monitored.</li> <li>• Working with colleagues across directorates, identify, collate and promote key programmatic and country priorities and funding gaps to fundraisers to encourage programme led-strategic fundraising.</li> </ul>
	<p><b>5. Contribute to organisational planning, reporting and monitoring and evaluation processes around Philanthropy and Partnerships income</b></p> <ul style="list-style-type: none"> <li>• Working with the Fundraising Investment Manager, provide technical expertise and advise on any Philanthropy and Partnership Investments or delegations, to ensure strategy, plans and forecasts are achievable and utilise Federation learning.</li> <li>• Work closely with the Global Insight and Funding Analyst to ensure the development of systems and processes for the monitoring of Philanthropy and Partnership fundraising programmes across AAI against agreed performance KPIs, national strategies and fundraising objectives/plans</li> <li>• Ensure timely input to organisational processes e.g. income and expenditure monitoring, assessing delivery against KPIs and analysing fundraising investment performance.</li> </ul>
<p><b>Education, Language &amp; Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• English Language Proficiency</li> </ul>
<p><b>Essential Knowledge, skills and Experience</b></p>	<ul style="list-style-type: none"> <li>• Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative practices</li> <li>• Substantial fundraising experience</li> <li>• Proven experience of designing and coordinating successful peer to peer trainings, coaching and mentoring programmes</li> <li>• Track record of designing methodologies, tools, processes and training programmes for enhancing the skills and to develop the capabilities of multicultural staff in person and at a distance</li> <li>• Effective communication and negotiation skills to influence a range of stakeholders</li> <li>• Experience of monitoring and assessing high value fundraising performance</li> <li>• Understanding of the systems required for effective fundraising</li> <li>• Computer literacy across Microsoft packages</li> </ul>

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		<ul style="list-style-type: none"> <li>• Demonstrable experience of managing a successful philanthropy and partnerships fundraising programme (any combination of major donor, foundation and corporate fundraising) and knowledge of current best practice</li> <li>• Proven experience of soliciting and managing significant grants from high value donors (major donors, foundations or companies)</li> <li>• Proven ability to negotiate with and influence a wide range of stakeholders</li> <li>• Exceptional interpersonal and relationship building skills across different cultures and seniority</li> <li>• Proven ability to build networks and establish relationships in order to work collaboratively with groups/individuals and organisations remotely and across multiple cultures.</li> <li>• Outstanding presentation and facilitation skills</li> <li>• Experience of fundraising in a range of different countries and international markets</li> <li>• Strong problem solving and strategic thinking skills with experience of and an aptitude for strategic planning</li> <li>• Excellent communications skills, both verbal and written</li> <li>• A strong commitment to develop, promote and practice AAI's vision, mission, values and strategy</li> <li>• Ability to travel</li> </ul>
<b>Desirable Knowledge, skills and Experience</b>		<ul style="list-style-type: none"> <li>• Project Management experience</li> <li>• Budget management experience</li> <li>• Experience in setting up and supporting start up fundraising operation.</li> <li>• Experience of coaching and mentoring</li> </ul>
<b>Competency Profile</b>		
<b>Leading Organisation</b>	<b>Strategic Perspective</b>	Demonstrate alignment of the Organisation's strategic priorities and goals.
	<b>Change Management</b>	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	<b>Decisiveness and Agility</b>	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
<b>Leading Others</b>	<b>Leading Teams</b>	Attracts, motivates, and develops high performing teams.
	<b>Building Collaborative Relationships</b>	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	<b>Communication</b>	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
<b>Leading</b>	<b>Leading with Purpose and Credibility</b>	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values

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<b>Innovation and Taking Initiative</b>	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities
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