

act:onaid Job Description and Person Specification

Job Title:	Business Development Advisor		
Directorate:	Resource Mobilisation and Innovation	Unit:	Institutional Fundraising Team
Grade and Salary: ¹	Grade D	Contract Type:	Fixed Term Contract
Location:	GS Hub – London, Johannesburg or Nairobi, or existing GS office	Budget Holder:	No
Reports to: (incl matrix reporting)	Global Institutional Partnerships Lead		
Direct Reports :	None		
Matrix Reports:	None		
Operational Remit:	Global		
DBS (CRB) / Police Check:	No		
Job Role			
Role Overview:	<p>The Business Development Advisor will work on improving the overall financial sustainability of the ActionAid Federation.</p> <p>You will play a key role working with programmes across all ActionAid (AA) countries to mobilise institutional and Partnerships & Philanthropy (P&P) funding to grow the federation’s impact.</p> <p>Balancing hands-on and advisory roles, you will provide business development support and coordination in country institutional fundraising strategy development, donor scoping, donor relationship building, intelligence gathering and proposal development. You will also support the improvement of management information systems and quality assurance, to achieve high standards of business development and contract and grant management.</p> <p>You will help coordinate business development processes with other teams in the Global Secretariat, including but not limited to the EU Partnership Team, Programmes and Global Engagement and Federation Development staff. You will facilitate the design, development and delivery of training and other capacity-building initiatives for a range of stakeholders. This will include contributing to a peer-to-peer capacity building programme.</p> <p>The advisor will actively contribute to team and directorate objectives through decision making and action on planning, budgeting, monitoring and reporting.</p> <p>The role will also contribute to internal knowledge management and communications, and help build countries’ fundraising and contract management skills.</p>		

¹ For entry level salary of the mentioned grade refer to the Remuneration and Benefit Policy or local pay scales as applicable

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Areas of Responsibility	Key Activities
Strategy, operations, and business development	<ul style="list-style-type: none"> • Business Development across statutory, corporates, trusts and foundations fundraising • To help countries raise locally-led, regional and global funding through business development support including better donor identification, engagement and positioning, high-quality funding proposal development, and working with other GS support structures to ensure good programme delivery • Coordinating with other GS structures including EU Partnership Team, Cost-Recovery initiative, Assurance team, and PAGE directorate, to ensure effective collaborative business development • Support Global Institutional Partnership Lead with strategy development and implementation particularly aligning fundraising objectives to programme needs and bringing a country perspective to IFT core business areas.
Donor relationship building and influencing	<ul style="list-style-type: none"> • Working with countries to support funding aspects of overall strategy development, pre-call positioning, consortium-building and partnership management. • Support countries in donor relationship building and intelligence gathering to cultivate relationships with key institutional donors outside of specific calls to establish national profile, deeper understanding of the national delegation's priorities and potentially influence call development. • Be alert to donor trends, helping countries understand their implications, and feeding back intelligence and analysis to the GS
Contract Management and information Systems	<ul style="list-style-type: none"> • Collaborate with relevant units in the GS on effective use of the Contract Management System, Compliance policies, Monitoring and Evaluation, Programme Quality, and programme management to help with good-quality programme delivery, accountability to donors, and successful donor partnerships.
Knowledge management, communications and coordination	<ul style="list-style-type: none"> • Support the use by AA entities of relevant information systems and tools for sharing donor policies and guidelines • Gathering and disseminating intelligence on funding opportunities and best practice across the federation. • Ensure learning and knowledge are developed for countries to raise their capacity and reduce eventual need for the BDU • Ensure good-quality capture of decision-making and agreements so that subsequent contract negotiations and grant management can proceed with minimum disruption
Other	<ul style="list-style-type: none"> • The role holder will from time to time be required to carry out any other duties that are within the scope of the job • Value Practice - A strong commitment to develop, promote and practice AAI's vision, mission, values and strategy.

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	<ul style="list-style-type: none"> • Women's Leadership and Gender - Committed to Gender issues with a strong focus on women's leadership • Collaboration –actively uses and promotes cross functional learning, participate (where applicable) in international platforms and cross functional project initiatives within AAI. • Accountability - Promoting, practicing, and contributing to the continuous improvement of transparency and accountability in the federation in line with the ActionAid Accountability Charter
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • Educated to degree level or above in a relevant subject • Excellent command of the English language both verbal and written
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • Substantial experience of project cycle management, including project conceptualisation, project design, proposal development (technical and financial), monitoring and evaluation. • Substantial experience in institutional, and ideally trusts and foundations, fundraising role(s) • Strong technical knowledge of donor funding proposals and use of logical models like logical framework analysis • Sound knowledge of institutional and government donors and funding policies • Experience of developing institutional donor fundraising strategies • Excellent relationship management and influencing skills, • Highly developed interpersonal and communication skills, with experience in external organisational representation • Good research and analytical skills with ability to bring different strands of information together and determine their relevance for the organization • Numeracy and good financial skills
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> • Understanding of human rights-based approaches to development • Knowledge of French, Spanish and/or Portuguese • Training and/or mentoring experience both directly and remotely.
Competency Profile	
Strategic Perspective	Demonstrate understanding of the organisation's priorities and goals and effectively analyses complex problems.
Change Management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment
Decisiveness	Prefers quick and appropriate actions in many management situations
Building Collaborative Relationships	Builds productive working relationships with co-workers and external parties, whilst valuing people of different backgrounds, cultures and demographics

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Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans
Leading with Purpose	Has personal direction and is not easily sidetracked by details or excessive workload
Credibility	Acts in accordance with stated values; follows through on promises; uses ethical considerations to guide decisions and actions
Taking Initiative	Takes charge and capitalises on opportunities