

act:onaïd Job Description and Person Specification

Job Title:	EU Business Development Advisor		
Job Family:	Fundraising		
Directorate/Cluster:	Political and Programme Strategy	Unit/Team:	Institutional Funding
Grade and Salary:	Grade D	Contract Type:	Fixed Term (ending 31/08/2024)
Location:	Brussels	Budget Holder:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Reports to: (incl matrix reporting)	EU Partnership Manager		
Direct Reports:	None		
Matrix Reports:	None		
DBS (CRB) / Police Check:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Role Overview:	<p>As an integral part of the EU funding team, supports AAI members to increase institutional income from EU development cooperation and humanitarian funding (via DG ECHO, DG INTPA, DG NEAR and, where relevant, European Member States). The EU BDA will keep up to date on EU development and humanitarian funding trends, priorities, and modalities. They will participate in the AA ECHO Delegation led by AA European Affiliates on behalf of AAI and will support representation of AA in key partnership spaces, including contributing in relevant civil society networks in Brussels in collaboration with AA members (e.g. CONCORD). The EU BDA will provide support to proposals under the EU funding team's INTPA portfolio and support the coordination of the portfolio. The EU BDA will play a wider business development role for the Europe & Americas regions in the provision of business development support for donors that have no affiliate owner in the region and in assessing regional capacity and trends for fundraising. The rough split of focus will be humanitarian (20%) and development funding (80%). This role sits in the Institutional Funding /EU team and collaborates with the AAI humanitarian team (IHART).</p>		
Areas of Responsibilities	Key Activities		
Strategic Impact and contribution	<ul style="list-style-type: none"> Keeps up to date on EU funding trends, priorities, and modalities as well as funding eligibility criteria and guidelines Supports partnership development in Brussels liaising with relevant peer organisations Works alongside EU BDA (INTPA lead) to analyse EC's Annual Action Plans for thematic and geographic programmes where relevant to humanitarian partnership e.g. rapid response mechanism & emergency funds from NDICI cushion Works alongside EU Partnership Manager to explore new partnership opportunities with EU Member States on joint programming – e.g. Team Europe Initiatives Provides expert guidance on EU-ECHO/INTPA (in coordination with the BDA for INTPA and ECHO Working Group (EWG) for ECHO) and new 		

	<p>partnerships proposal development, eligibility and compliance, donor engagement and funding trends to strengthen the capacity of AAI members, through direct support, delivering webinars and developing/updating tailored internal guidelines.</p> <ul style="list-style-type: none"> • Delivering/supporting project inception workshops when required. • Provides technical advice on complex consortium and multi-country proposals, in collaboration with EU Grants & Compliance Coordinator on finance. • Provide business development support for donors that have no affiliate owner in the Europe region, targeted back donor support, and in assessing regional capacity trends needs for FR. • Contributes to the development and successful implementation of overall strategies for the Business Development Unit and the EU team. • Contributes to key projects and networks of the Institutional Funding Team, such as cost recovery, co-financing, and contract management systems. • On Humanitarian: will support the ECHO delegation and specifically ECHO Working Group (EWG) and liaise effectively with IHART (AAI humanitarian team) to ensure: <ul style="list-style-type: none"> ○ Dissemination of information and opportunities for EU ECHO to AAI members (e.g. training opportunities, early intelligence on calls or partnership opportunities, consultations by ECHO in Brussels or field offices) ○ Members and GS teams engagement and/or attendance to meetings and forums on humanitarian funding in Brussels and meetings/information sessions with DG ECHO on behalf of AAI as required ○ As needed by AA members, participation in networks working groups etc ○ Provide other support required by the ECHO delegation
<p>System, Policies and Procedures and Product Management</p>	<ul style="list-style-type: none"> • Coordinates regional/multi country calls processes (as needed for INTPA and ECHO in collaboration with the ECHO delegation) • Develop/update guidelines, tools, and checklists to facilitate EU proposal development and grant management best practice. • Keep up to date with compliance issues following the MGA (Model Grant Agreement) requirements and review and update AA internal guidance • Works with the EU Grants and Compliance Co-ordinator to identify, improve and/or develop systems, policies, and ways of working as needed to meet the post-award requirements as relevant • Identify and disseminate training opportunities offered by the EU • Contributes to the development and implementation of improved institutional funding policies, processes, and operational guidelines to facilitate growth of institutional income • Contribute to key projects of the Institutional Funding Team, such as cost recovery, co-financing, and the contract management system • Under the guidance of the EU Partnership Manager, contribute to the development and implementation of improved institutional funding

	<p>processes, policies, and operational guidelines to facilitate growth of institutional income</p>
<p>Issue Resolutions, Crisis/Risk Management</p>	<ul style="list-style-type: none"> • Ensure key grants and compliance oversight needs and risks are identified and tracked • Ensure robust quality assurance and risk assessment processes are followed to minimise risks (including Go/No Go process).
<p>Communications, Influencing and Coordination</p>	<p>Knowledge management, communications and learning through collation of best practice and learning, clear information about pipeline and opportunities and updates on portfolio performance disseminated to the Federation, active use of the contract management system.</p> <p>Influencing and coordinating</p> <ul style="list-style-type: none"> • Contribute to the development and implementation of AA’s EU funding and engagement strategy, providing expert knowledge on ECHO/INTPA funding and new partnerships • Actively participate in relevant networks such as CONCORD and VOICE (if required) and engage directly with DG ECHO, facilitating access to strategic spaces for others • Support members at country level with access to strategic information and spaces to develop and maintain relationships with EU delegations • Contribute to develop the EU Funding & Engagement strategy and plan led by EU Partnership Manager and Europe/Americas Head of Country Engagement • Supporting ActionAid’s presence in Brussels through liaison towards DG ECHO, and, as needed, Permanent Representations • Support the organisation of bilateral meetings between AA’s ECHO Delegation and DG ECHO counterparts and EU Member state agencies/representatives • Assist EU Partnership Manager in Donor engagement activities, such as occasional event planning and related tasks as needed, in line with the EU funding and engagement strategy. <p>Coordinate Proposal Development Processes:</p> <ul style="list-style-type: none"> • Support coordination of EU proposals through PROSPECT • Coordinate input from thematic programme leads • Coordinate internal pre-selection processes for global EU calls’ proposals where necessary with guidance from the EU Partnership Manager • Contribute to reviewing and updating of the EU Programmatic Matrix and Operating Guidelines for Multi-country calls.

PERSON SPECIFICATIONS

<p>Education and Qualifications</p>	<ul style="list-style-type: none"> • Relevant degree • Excellent verbal and written communication skills in English, ability to inform and engage through written communication
<p>Essential Experience</p>	<ul style="list-style-type: none"> • Three or more years’ experience in business development, proposal development and grant management requirements in an NGO or development agency, including:

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	<ul style="list-style-type: none"> ○ research and contacts, developing strategic fundraising innovation ideas with an entrepreneurial spirit ○ working with a wide range of donors • One or more years' experience of working in programmes teams or alongside them to ensure programme-led funding • Experience of building skills and capabilities of other staff through training, mentoring, and coaching as well as developing materials. • Experience of intelligence analysis, identifying trends and using this information to make recommendations on approaches. • A proven track record in managing and writing successful fundraising proposals for institutional donors such as EU, ECHO, FCDO and UN agencies with ability to provide clear guidance on donor requirements and procedures to other staff • Good experience in developing proposal log frames and budget preparation.
Essential Knowledge	<ul style="list-style-type: none"> • Comprehensive understanding and knowledge of EU development and humanitarian Funding trends and opportunities and EU proposal requirements, standards, and criteria • Broad understanding of global social, gender and environmental justice debates and developments and how these pertain to EU funding priorities. • Existing networks with EU staff and CSOs present in Brussels preferred
Essential skills	<ul style="list-style-type: none"> • Excellent written communication skills, able to convey projects in a clear, engaging way, excellent verbal communication skills, able to engage and promote dialogue between a range of stakeholders • Highly accurate with strong attention to detail when handling information, able to review a high volume of information quickly and accurately, taking responsibility for its quality • Driven to actively improve proposal development, by learning from experience and identifying new opportunities • Proven facilitation, training, and capacity building skills. • Excellent interpersonal, negotiation & influential, written, and verbal communication skills to work effectively and manage relationships at all levels in a multi-cultural environment, often at a distance • Ability to think and work proactively and creatively, prioritising own workload under pressure or when faced with competing demands and work with minimal supervision. • Excellent organisational awareness and problem-solving skills
Language requirements	<ul style="list-style-type: none"> • Knowledge of French, Spanish or Portuguese • Excellent verbal and written communication skills in English, ability to inform and engage through written communication

People Management Responsibility

Approximate number of people managed in total		0
Team members	Individual contributor, no direct responsibility for leading others.	

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

