

ANNEXURE A
Job Description and Person Specification

Job Title:	Fundraising Manager, ActionAid Palestine		
Department:	Fundraising	Job Family:	Fundraising
Reports to:	Country Director	Grade:	E
Location:	Main Office, based in Hebron		
Direct Reports:	Child Sponsorship Coordinator		
Job Role			
Role Overview:	The Fundraising Manager is responsible for leading the design and implementation of fundraising strategy for ActionAid Palestine (AAP), in accordance with AAP's country strategy and in alignment with the ActionAid International Strategy 'Action for Global Justice'.		
Role Dimensions			
This role influences the 3 objectives of ActionAid Palestine's Country Strategy Paper which are:			
Objective 1: Building the active agency of women and girls to address the structural causes of discrimination and violence against them and enhance their access to economic justice			
Objective 2: Advancing the civil and political influence of Palestinian women and young people to demand accountability and responsiveness of duty bearers at all levels			
Objective 3: Enhancing a transformative resilience and rights-based responses to Israeli occupation of Palestinian territory			
Accountabilities			

Key Accountabilities / Responsibilities:	Key Activities
Strategy, planning and budgeting	<ul style="list-style-type: none"> • Develop AAP fundraising strategy/plans that aligns to AAP Country Strategy Paper and AA International global strategy, ensuring participation of AAP and partner staff • Review and strengthen AAP programme-led funding planning approach and identification of funding gaps • Lead the implementation of AAP's fundraising strategy, in consultation with the AAP senior management team, staff and partners • Develop, monitor, and update fundraising budgets in alignment with the AAP planning and budgeting cycle • Contribute to the development, review and consolidation of AAP country plans and budgets and associated documents including the AAP national resource allocation framework (RAF)
Fundraising	1. Income diversification and partnership development

	<ul style="list-style-type: none"> • Analyse AAP’s existing and potential donor base and advise on strategies for income diversification and mobilization of new donors • Undertake research/mapping on funding trends and high value/institutional donors and evaluate their suitability for partnership with AAP • Establish and maintain a donor database/pipeline, to track potential funding opportunities • Initiate, build and strengthen relationships with potential and existing donors, including through tailored communications and donor visits • Undertake a regular production of Capacity statements for AAP’s work in Palestine that attracts donors and facilitate fundraising activities. <p>2. Resource mobilisation</p> <ul style="list-style-type: none"> • Develop and write high quality concept notes/expressions of interest and proposals, ensuring alignment with ActionAid principles and approaches • Lead the process of proposal development in collaboration with AAP and partner programme and finance staff, particularly Head of Programmes • Provide input for rapid/needs assessments to inform new programme development • Liaise with fundraising colleagues from ActionAid funding affiliates to identify and act on international funding opportunities • Record, analyse and report on success rates for submitted concept notes/proposals, ensuring reasons for failure are discussed with the senior management team and these are addressed in future proposals • Build, track and report on internal capacity for fundraising <p>3. Contract/Grant Management</p> <ul style="list-style-type: none"> • Negotiate donor contracts and MOUs with ActionAid funding affiliates and donors • Design inception workshops for new projects in conjunction with Head of Programmes, Operations and PQIL, and induct project team and partners on donors’ compliance and adherence mechanisms • Develop and maintain AAP’s grant management database • Act as AAP focal person on the AA International Contract Management System • In collaboration with SMT & Project Managers regularly join project meetings on all live projects to understand project progress, fund utilization, accountability and donor compliance to facilitate donor communications <p>4. Child Sponsorship</p> <ul style="list-style-type: none"> • In collaboration with the Child Sponsorship Coordinator and AA funding affiliates, develop a Child Sponsorship growth plan to meet the income requirements of AAP • Monitor compliance of sponsorship performance targets to global standards as per sponsorship policies, communication plans and fundraising policies and strategies • With HoP, organize and document periodic reflections on AAP’s Child Sponsorship programme for shared learning and improved accountability to all stakeholders involved
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Networking and representation	<ul style="list-style-type: none"> • Represent AAP and promote the organization in relevant external meetings with donors, UN and I/NGOs and others • Represent AAP in relevant internal meetings, networks and platforms coordinated by the wider ActionAid federation • Provide input on joint communications initiatives coordinated by external networks/bodies • Coordinate field visits to AAP programmes for external stakeholders, including donors and sponsors.
Capacity building	<ul style="list-style-type: none"> • Link with Human Resources Function to identify capacity development needs of AAP and partner staff in relation to fundraising and resource mobilization activities. • Design and facilitate capacity building initiatives/training to strengthen AAP and partner staff ability to effectively and proactively contribute to fundraising and resource mobilization.
Human Resources Management	<ul style="list-style-type: none"> • Manage and guide the Child Sponsorship Coordinator to fulfil her role and responsibilities • Support the Child Sponsorship Coordinator to develop weekly/monthly work plans with concrete deliverables • Assign performance objectives and conduct performance appraisals as per ActionAid’s HR standards • Work with Human Resource Function to identify training needs, development opportunities and recommend relevant training related to fundraising and resource mobilization.

Typical People Management Responsibility	
Approximate number of people managed in total	1
Team Leader	Yes
What is the global remit? Operates in:	
Own country	Yes
Remit covers all CP/AP locations (in-country)	West Bank and Gaza
Financial (limits/mandates)	
Direct departmental budget:	
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
AAP SMT members, AA funding affiliates, AAP staff	Partner staff, donors, INGOs
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • Bachelor’s Degree in development studies, business development, marketing or other related fields • Proven professional qualifications in a fundraising and resource mobilization.

Essential Experience	<ul style="list-style-type: none"> • At least 7 years relevant experience, of which three years must be at senior level and preferably with an NGO or similar organisations • Demonstrable experience of developing proposals to major donors in Palestine using participatory methodologies and approaches • Proven track record of securing substantial donations/grants from a range of high value and institutional funding sources • Experience of using Contract Management Systems • Experience of training, capacity building and supporting others through on the job training
Essential Knowledge	<ul style="list-style-type: none"> • Familiar with development and human right issues in Palestine • Solid understanding of Human Rights Based Approach and women's rights programming • Thorough understanding of development partners, donor institutions, government agencies and the not-for-profit sector in Palestine • In-depth understanding of grant management requirements/compliance of major institutional donors • Strong knowledge of M&E and quality assurance methodologies • Familiar with donor community in Palestine
Essential Skills	<ul style="list-style-type: none"> • Excellent planning, organisation, time management, and coordination • Outstanding communications skills, both verbal and written • Strong presentation, networking and influencing skills • Strong problem solving and strategic thinking skills with experience of and an aptitude for strategic planning • Strong leadership and management capacity • Technical skills in multi-media, photography and videography is an asset • Fluency in written and spoken English (proficiency in Arabic is an advantage) • Proficiency in MS Office and specialist communications design software
Ability	<ul style="list-style-type: none"> • Work with and influence diverse stakeholders • Work on own initiative with minimum supervision • Work under pressure and to tight deadlines
Personalities	<ul style="list-style-type: none"> • A person who is adaptive, dynamic, diplomatic and decisive • A strong commitment to develop, promote and practice AAI's vision, mission, values and strategy