

<b>Job Title:</b>	Head of Fundraising		
<b>Job Family:</b>	Head		
<b>Directorate/Cluster:</b>	Director of Programmes, Fundraising and Communications	<b>Unit/Team:</b>	Fundraising
<b>Grade and Salary:</b>	F	<b>Contract Type:</b>	Permanent
<b>Location:</b>	GS Hubs or AA Country Offices that have a hosting agreement with the GS.	<b>Budget Holder:</b>	Yes
<b>Reports to: (incl matrix reporting)</b>	Director of Programmes, Fundraising and Communications		
<b>Direct Reports:</b>	CS Transformation Lead, Digital Fundraising Lead, Investment Manager, CS Lead, P&P Fundraising Lead		
<b>Matrix Reports:</b>	Humanitarian Fundraising Specialist, Regional Partnerships & Fundraising Lead Africa, EU Partnership Adviser, Fundraising Analyst, Regional Partnership & Fundraising Advisor Asia		
<b>DBS (CRB) / Police Check:</b>	YES		
<b>This Role Might Require Travel</b>	Yes, up to 40%		
<b>Role Overview:</b>	<p>An experienced fundraising professional who will lead the Federation's objectives of growing and diversifying Federation resources while shifting current AA funding models to better align with the ambition of advancing a rooted campaigning Federation.</p> <p>With a long-term vision, the Head will work closely with members to improve and innovate current fundraising operations, open new markets, and funding modalities, and mobilise internal and external investment in fundraising, providing a unique opportunity for growth and learning.</p> <p>Responsible for developing and implementing a Global Secretariat philanthropy and fundraising partnerships strategy, focusing on major grants that will significantly impact the federation.</p> <p>The Head will also articulate the work across the high—and mid-value donors and legacies at the Federation level and promote and pilot new funding modalities with members.</p> <p>The Head of P&amp;P and Inst. Funding will line manage a newly structured team and matrix manage fundraisers assigned at the regional level and within the humanitarian team, fostering a collaborative environment to ensure that the team effectively supports members in achieving their income growth targets with institutional funders.</p> <p>Should be a creative and entrepreneurial influencer, an internally and externally skilled network builder, and highly motivated by the ambition of advancing a deeply rooted campaigning Federation.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>Strategic Impact and contribution</b>	<ul style="list-style-type: none"> <li>Lead on the design, implementation and accountability of the Federation Fundraising Strategy to grow unrestricted funding and shift AA's current funding models to align with the advancement of a rooted campaigning Federation and broader support for social movements.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Lead market research initiatives to identify new fundraising trends, donor demographics, and opportunities for innovation. Monitor trends and respond to changes in the fundraising landscape, ensuring the Federation stays competitive and delivers its mission.</li> <li>• Lead on the GS Fundraising Strategy's design, implementation and accountability to grow partnerships with high-value, mission-aligned foundations and partners.</li> <li>• Articulate and coordinate at Federation level the high and medium-value donors and legacies fundraising income streams, led by members, to ensure Federation targets are met.</li> <li>• Coordinate GS support to members to deliver the Restricted Funding Strategy</li> <li>• Search for internal and external investment opportunities and design the mechanisms to ensure the necessary level of fundraising investment to meet the Strategy targets and objectives.</li> <li>• Lead on the strategies to design and implement feminist, decolonial and antiracist fundraising innovation.</li> </ul>
<p><b>System, Policies and Procedures and Product Management</b></p>	<ul style="list-style-type: none"> <li>• Lead on developing and improving Federation fundraising policies, systems, databases and ways of working, and integrate feminist and decolonial commitments into fundraising policies and practices.</li> <li>• Oversee Federation public fundraising budgets, ensuring cost efficiency and adequate return on investment (ROI).</li> <li>• Work with the federation members and Finance team to ensure accurate forecasting and financial planning and agree on clear objectives and KPIs for AA members, regularly assessing performance and adapting strategies as necessary.</li> <li>• Support the success of fundraising delegations developed by members</li> </ul>
<p><b>Issue Resolutions, Crisis/Risk Management</b></p>	<ul style="list-style-type: none"> <li>• Work closely with the members and Global Secretariat teams to monitor and manage risks related to fundraising, especially reputational risks.</li> <li>• Facilitate and enable shared decision making and conflict resolution around fundraising issues within the Federation.</li> </ul>
<p><b>Communications, Influencing and Coordination</b></p>	<ul style="list-style-type: none"> <li>• Develop a strategic donors' portfolio jointly with the Head of Policy, Program, and Influencing and with the Head of Campaigns and Comms to fund Federation priorities and our focus on social movements.</li> <li>• Work closely with campaigns and comms teams in the Global Secretariat to build synergies between the public fundraising strategies and tactics and the Federation campaigning and comms priorities.</li> <li>• Work closely with Federation members to deliver shared goals and targets around growth and transformation.</li> <li>• Build alliances with other organisations to boost fundraising.</li> <li>• Participate in key external Fundraising networks and spaces</li> </ul>

# **act:onaid** Job Description and Person Specification

<b>People Management</b>	<ul style="list-style-type: none"> <li>• Inspire and strategically manage a team of fundraisers with high ambitions.</li> <li>• Embrace and practice Feminist Leadership</li> </ul>
<b>Other delivery on strategic/ functional priorities (Directorate-specific - maximum 5 KPIs)</b>	<ul style="list-style-type: none"> <li>• Income Growth and Unrestricted income growth</li> <li>• P&amp;P income growth</li> <li>• Members meet their institutional fundraising targets.</li> <li>• Transition from CS</li> <li>• % of income from campaign-based products</li> <li>• % of income directly supporting movements</li> <li>• No. of Federation Programmes fully funded.</li> <li>• New Funding modalities piloted.</li> <li>• Channel diversification.</li> <li>• % fundraising investment</li> <li>• % external fundraising investment</li> </ul>
<b>PERSON SPECIFICATIONS</b>	
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Fundraising and marketing degree or post-degree / MBA, or similar.</li> <li>• Training or qualifications in development, Feminism, decolonization, antiracism, or campaigning will be an asset</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Proved experience in leading fundraising teams in international organizations.</li> <li>• Experience managing individual giving operations of more than 20.000 supporters.</li> <li>• Experience in campaigning-based fundraising.</li> <li>• Experience in fundraising in a global south market would be an asset.</li> <li>• Having fundraising experience from or working within major P&amp;P funders would be an asset.</li> <li>• Experience in new funding trends and modalities will be an asset.</li> <li>• Experience in leading, managing, motivating, and inspiring high-performing teams, including line managing managers.</li> </ul>
<b>Essential knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of marketing and fundraising trends for non-profits</li> <li>• Knowledge of Feminism, decolonization, or antiracism will be an asset.</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>• Entrepreneurial, dynamic, and innovative.</li> <li>• Strong problem-solving skills</li> <li>• Feminist leadership.</li> <li>• Effective teamwork and cross-organizational collaboration experience, demonstrating the ability to work efficiently with senior internal stakeholders to drive collaboration and strategic alignment.</li> <li>• Possesses strong budget management skills with experience in delivering against financial targets.</li> <li>• Negotiating and influencing skills</li> <li>• Presentation and facilitation skills</li> </ul>
<b>Language requirements</b>	<ul style="list-style-type: none"> <li>• Fluent in English (verbal and written)</li> <li>• Knowledge or proficiency of another language will be an asset.</li> </ul>

# act:onaid Job Description and Person Specification

People Management Responsibility		
<i>Approximate number of people managed in total</i>		
<b>1- Team members</b>	Individual contributor, no direct responsibility for leading others.	Yes/ No
<b>1.5</b>	Act as mentor in a team and /or coordinating a team	Yes/ No
<b>2- Team Leader</b>	Coaches team members (at least three) in skills; leads, schedules, allocates and monitors work	Yes/ No
<b>2.5</b>	Responsible for one team with its own and has another team reporting directly	Yes/ No
<b>3- Team managers:</b>	Directs more than one team	Yes/ No
	The positions direct multiple teams, each of which has a team leader in charge; determines team structure and roles of members	Yes/ No

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.

It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organisation's values and practice, which are:

- **Leading Innovation and Change** Establish a culture of excellence in respective team that values experimentation and continuous improvement.
- **Feminist Leadership:** Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)
- **AAI Values Practice:** 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
- **Promoting a healthy and safe working environment:** ActionAid is committed to promoting SHEA and Safeguarding policies and values and has a **zero-tolerance** policy for any form of sexual exploitation and abuse to create a safe working environment for the staff.