

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	Investment Manager		
<b>Job Family:</b>	Manager		
<b>Directorate/Cluster:</b>	Directorate of Programmes, Fundraising and Communications	<b>Unit/Team:</b>	Fundraising
<b>Grade and Salary:</b>	Grade D	<b>Contract Type:</b>	Fixed Term
<b>Location:</b>	GS Hubs and AA Country Offices that have a hosting agreement with the GS	<b>Budget Holder:</b>	No
<b>Reports to: (incl matrix reporting)</b>	Head of Fundraising		
<b>Direct Reports:</b>	No		
<b>Matrix Reports:</b>	No		
<b>DBS (CRB) / Police Check:</b>	Yes		
<b>This role might require travel</b>	Yes, up to 15%		
<b>Role Overview:</b>	<p>The role will support the Head of Fundraising in developing the Federation's investment strategy, which will be aligned with the GLT's vision, the new Unrestricted Fundraising Strategy, and the market context.</p> <p>The role will oversee and/or co-manage ActionAid's strategic investments to grow the Federation's unrestricted income and contribute to the creation of Federation Investment policies and funds.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>Strategic Impact and contribution</b>	<ul style="list-style-type: none"> <li>• Provide comparative analysis on fundraising performance, donor trends, and markets, and inform key strategic decisions for the Federation's sustainability.</li> <li>• Oversee and/or manage, monitor, and eventually provide strategic support to ActionAid's key investments, ongoing or new ones, to grow Federation unrestricted income.</li> <li>• Explore growth plans that will allow us to invest funds from alternative external sources, expanding our financial resources.</li> <li>• Work closely with the Digital FR Lead to build the capacity of investment countries to grow digital FR approaches.</li> </ul>		

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<p><b>System, Policies and Procedures and Product Management</b></p>	<ul style="list-style-type: none"> <li>• Develop fundraising investment mechanisms, governance models and policies for the Federation that provide transparency and accountability.</li> <li>• Develop fundraising performance databases, jointly with the GS IT and Finances Team, to enable timely data-driven decision-making and financial modelling.</li> <li>• Play a key role in the recruitment process/selection/appointment of senior fundraising staff who will manage investments.</li> </ul>
<p><b>Issue Resolutions, Crisis/Risk Management</b></p>	<ul style="list-style-type: none"> <li>• Timely engagement with members to address changes required in marketing operations to meet planned targets.</li> <li>• Work closely with campaigns and comms teams in the Global Secretariat to build synergies between the fundraising strategies and tactics and the Federation's campaigning and comms priorities.</li> <li>• Work closely with Federation members to deliver shared goals and targets around growth and transformation.</li> <li>• Engage in selected fundraising spaces and networks externally.</li> <li>• Support and lead members to develop alternative plans if growth plans are delayed or unmet to counter associated financial sustainability issues.</li> <li>• Monitor, jointly with GS Finance &amp; Risk teams, risks associated with the UR Funding Strategy and investments</li> </ul>
<p><b>Communications, Influencing and Coordination</b></p>	<ul style="list-style-type: none"> <li>• Work closely with campaigns and comms teams in the Global Secretariat to build synergies between the 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>• Engage in selected fundraising spaces and networks externally</li> </ul>
<p><b>People Management</b></p>	<ul style="list-style-type: none"> <li>• Coordinate effectively and transparently with peers.</li> <li>• Embrace and practice Feminist Leadership</li> </ul>
<p><b>Other delivery on strategic/ functional priorities (Directorate-specific - maximum 5 KPIs)</b></p>	<ul style="list-style-type: none"> <li>• Income Growth</li> <li>• Unrestricted income growth</li> <li>• % fundraising investment</li> <li>• % external fundraising investment</li> </ul>

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## PERSON SPECIFICATIONS

<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in marketing, Business, or a related field.</li> <li>• Postgraduate or master's degree will be an asset</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Experience managing individual giving operations in at least two organizations or two different markets.</li> <li>• Experience in starting or exploring new fundraising operations.</li> <li>• Experience in managing databases and business and financial modelling fundraising.</li> <li>• Experience in campaigning-based and digital fundraising, global south markets and will be an asset.</li> <li>• Strong analytical skills with a proven portfolio management and investment analysis track record.</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, decoloniality, antiracism or campaigning will be an asset.</li> <li>• Knowledge of financial modelling, risk management, and financial reporting.</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>• Results-driven, with strong problem-solving skills and financial acumen.</li> <li>• Adaptive and proactive, with the ability to navigate within a cross-organizational collaboration experience, demonstrating the ability to work efficiently with senior internal stakeholders to drive collaboration and strategic alignment.</li> <li>• Entrepreneurial, dynamic, and innovative.</li> <li>• Strong problem-solving skills.</li> <li>• Feminist leadership.</li> <li>• Effective teamwork and collaboration.</li> <li>• Possesses strong budget management skills with experience in achieving financial targets.</li> <li>• Skilled in negotiating and influencing. Proficient in presentation and facilitation.</li> <li>• Excellent communication and interpersonal skills</li> </ul>
<b>Language requirements</b>	<ul style="list-style-type: none"> <li>• Fluent in English</li> <li>• Knowledge or Proficiency of another language will be considered an asset.</li> </ul>

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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.