

## JOB DESCRIPTION

Job Title:	Resource Mobilisation Manager – Arab Region Office		
Grade and Salary:	National terms and conditions	Contract Type:	12 months
Location:	Jordan office, Amman	Budget Holder:	Yes <input type="checkbox"/> No x
Reports to:	Regional Director		
Direct Reports :	MEAL Manager and Communications Officer		
Job Role			
Role Overview:	The Resource Mobilisation Manager is responsible for the management of fundraising, MEAL and communications staff and has overall oversight and coordination of donor engagement and all fundraising and proposal writing. S/he uses an entrepreneurial approach in working with staff from the Arab Region Office (including programme, finance, fundraising, and M&E) to develop and submit high quality institutional and high value donor proposals and tender bids that are aligned with defined priorities, demonstrate impact, and offer value for money. S/he is proactive in identifying new and non-traditional sources of funding from a range of institutional donors and working to leverage AAAR funding prospects. S/he builds the capacity of Arab Region staff to develop and manage strategic consortium partnerships with other NGOs and private sector organisations where appropriate. S/he will also oversee the development and implementation of Fundraising, communications and MEAL Strategy and Operational Plan.		
Areas of Responsibilities	Key Activities		
Organisational Development, Strategy and Communication	<ul style="list-style-type: none"><li>• As a member of the Senior Management Team (SMT), participate in SMT meetings and contribute to the overall development, implementation and review of the Arab Region Strategy</li><li>• Maintain positive working relationships with SMT members and ensure there is effective coordination of all activities</li><li>• Represent ActionAid Arab Region internally and provide inputs to all fundraising related activities when required, including participation on task forces, training courses and conferences</li><li>• Develop a Fundraising Strategy and Operational Plan that meets the strategic requirements of the CSP in consultation with RD and key programme staff</li><li>• Development and implementation of Arab Region communications strategies across the organisation</li></ul>		

	<ul style="list-style-type: none"> <li>• Deepen the impact of communication work, identify key priorities, channels, audiences and messages to establish an appropriate public image for ActionAid Arab Region, internally and externally, in line with ActionAid International values and culture</li> </ul>
<b>Donor Engagement and partnership building</b>	<ul style="list-style-type: none"> <li>• Networking, updating, and liaising with key in-country and international donors</li> <li>• Provide effective coordination for the establishment of proposal development working groups with representatives from key stakeholders within and outside ActionAid</li> <li>• Advise programme and programme quality teams, finance, working groups on relevant donor requirements/compliance, potential funding opportunities, changes in donor priorities and ensuring quality grant management for all related projects.</li> <li>• Oversight of the contract management system</li> <li>• Oversee development and submission of all external donor reports in strict compliance with donor requirements and deadlines</li> <li>• Act as the interface between finance and programme quality teams to ensure grant compliance</li> <li>• Ensure fundraising staff have individual work plans and up to date development plans</li> </ul>
<b>Institutional and High Value Fundraising</b>	<ul style="list-style-type: none"> <li>• Building strong relationships with fundraising staff in Funding Affiliates and liaise with them on all fundraising-related communications</li> <li>• Work closely with all the Funding Affiliates and relevant programme departments to ensure high quality and timely submission of proposals and concept notes, Project Report/Project Progress Reports to donors and funding affiliate</li> <li>• With support from programme team and Country Director identify and facilitate opportunities for relationship building with key donors</li> <li>• Develop and manage strategic consortium partnerships with appropriate CSOs, academic organisations and private sector firms to leverage ActionAid's chances of success in competitive calls for proposals and tender bids</li> <li>• Coordinate and oversee efforts to secure co-financing for all institutional and high value grants</li> <li>• Working closely with the Head of Finance ensure internal cost recovery policy is applied for all new funding proposals</li> </ul>
<b>Managing people, capacity building and organisational leadership</b>	<ul style="list-style-type: none"> <li>• Manage staff performance and provide regular feedback to staff, including interns and volunteers on their performance</li> <li>• Conduct and document staff annual performance reviews</li> <li>• Manage basic HR requirements in accordance with HR policies and procedures</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify and prioritise training needs of relevant staff, and assist to create individual development plans.</li> <li>• Monitor and evaluate continued professional development to ensure it is responding to need.</li> <li>• Provide clear direction, guidance, one-to-one support, mentoring and coaching on a consistent basis and as required</li> <li>• Assist and support team to implement activities effectively</li> <li>• Monitor time and task management to ensure staff work/life balance and staff retention</li> <li>• Support accountability and communication across relevant departments</li> <li>• Design and facilitate capacity building initiatives/training to strengthen ARI and partner staff capacity to effectively and proactively contribute to fundraising and communications</li> </ul>
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> <li>• Minimum Masters degree in social sciences, humanities, development studies, human rights, political science or other relevant discipline or relevant experience</li> <li>• Excellent English language skills (written, reading and spoken)</li> </ul>
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> <li>• Minimum of seven years' experience with an NGO in a senior programme funding position(s) involving proposal development and donor liaison</li> <li>• Excellent writing, reasoning and analytical skills</li> <li>• Capacity building experience including training and skills development</li> <li>• Experience of developing successful proposals and/or tender bids to the EU, DFID and the UN as well as other institutional donors including but not limited to NORAD, SIDA, DANIDA GIZ, Italian Cooperation.</li> <li>• Experience of developing successful proposals to private donors – trusts and foundations, high net worth individuals and/or corporates</li> <li>• In-depth understanding of logical frameworks as a tool to develop theory of change and intervention logic</li> <li>• Excellent interpersonal, communication and negotiation skills to work effectively in a multi-cultural environment, often at a distance</li> <li>• Ability to prioritise own workload and work with minimal supervision</li> <li>• Ability to lead complex proposal development teams</li> </ul>
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> <li>• Arabic</li> <li>• Experience of living and working in the Middle East</li> <li>• Programmatic expertise on any of the following themes: humanitarian interventions, DRR, governance, women's rights and Youth programming, policy and campaigns, and livelihoods,</li> <li>• Knowledge of Human Rights Based Approach (HRBA)</li> </ul>

