

Job Title:	Philanthropy & Partnership Fundraising Lead		
Job Family:	Lead		
Directorate/Cluster:	Director of Programmes, Fundraising and Communications	Unit/Team:	Fundraising
Grade and Salary:	Grade E	Contract Type:	Permanent
Location:	GS Hubs or AA Country Offices with Hosting Agreements	Budget Holder:	No
Reports to: (inc. matrix reporting)	Head of Fundraising		
Direct Reports:	No		
Matrix Reports:	Thematic Funding Advisors		
DBS (CRB) / Police Check:	Yes		
This role might require travel	Yes, up to 35%		
Role Overview:	<p>Experienced P&P international fundraiser who will support both Federation and Global Secretariat objectives of growing and diversifying the P&P portfolio.</p> <p>The lead will build and maintain a portfolio of strategic and high-value partners aligned with AA's mission and vision of evolving into a rooted campaigning Federation, focusing on major grants that will significantly impact the federation.</p> <p>Will work closely with members to maximize their market opportunities and engage in innovative fundraising modalities. Will work closely with Programme and Policy GS teams to develop a strategic programme portfolio.</p>		
Areas of Responsibilities	Key Activities		
Strategic Impact and contribution	<ul style="list-style-type: none"> Identify, craft and secure for the Federation, in partnership with members and GS teams, new funding and high-value opportunities from selected partners. Build, jointly with Thematic Funding Advisors, a Federation Programme Portfolio focused on impact and systems change. Collaborating with members and global Secretariat teams, develop and implement a donor and partner cultivation strategy to engage with key major donors, philanthropists and foundations aligned to AA Federation priorities. Support the development and implementation of the strategy for high—and middle-value philanthropists, led by members in strategic markets. Lead and support the Federation engagement into new funding modalities, aligned to the Federation values, and vision. 		
System, Policies and Procedures and Product Management	<ul style="list-style-type: none"> Support the development, management, and ongoing improvement of global systems and processes that govern and support P&P income, ensuring compliance with relevant global fundraising policies. In collaboration with the IT team, ensure that data about current and prospective P&P proposals are managed and recorded appropriately in the CMS system. Work closely with the Fundraising Analyst to develop systems and processes for the effective monitoring of P&P fundraising programme income, expenditures, and KPIs across the AAI federation against agreed-upon performance KPIs, national strategies, and fundraising objectives/plans. 		
Issue Resolutions,	<ul style="list-style-type: none"> Work closely with the Head of Fundraising to resolve conflicts or tensions around 		

Crisis/Risk Management	<p>donor leadership and bidding, values, and mission.</p> <ul style="list-style-type: none"> Support practical donor risk analysis using the corporate engagement framework and other policy documents and procedures.
Communications, Influencing and Coordination	<ul style="list-style-type: none"> Plan and execute donor engagement events jointly with members and Global Secretariat teams. In collaboration with Programme and Comms teams in the Global Secretariat, provide regular information and updates to key donors. Participate in relevant external meetings or networks. Build strategic collaborations with key external partners.
People Management	<ul style="list-style-type: none"> Contribute to the leadership of the Fundraising Team, considering the entire Global Secretariat (GS) and Federation perspective. Be part of the development of a team culture within wider Fundraising Team that incorporates Partnership Fundraiser matrixed to Fundraising that values collaboration internally, cross-functionally and in partnership with countries. Support Philanthropy and Partnership fundraisers globally, nurturing a collaborative culture with shared values and accountability underpinned by peer learning, promoting continuous improvement and shared responsibility.
Other delivery on strategic/functional priorities (Directorate-specific - maximum 5 KPIs)	<ul style="list-style-type: none"> Federation P&P income growth Contracts above 4 million secured from Foundations and Partnerships Federation High/mid Value donors database % of P&P income supporting movements directly New Funding modalities piloted
PERSON SPECIFICATIONS	
Education & Qualifications	<ul style="list-style-type: none"> Degree or postgraduate degree or equivalent work experience Training or qualifications in development, Feminism, decolonization, antiracism, or campaigning will be an asset
Essential Experience	<ul style="list-style-type: none"> Substantial international fundraising experience with Philanthropy and Partnerships donors (any combinations of trust and foundations and/or corporates and/or high net worth individuals) and knowledge of current best practice. Proven experience in soliciting and managing significant grants from P&P donors (trusts and foundations and/or corporates). Experience in monitoring and assessing high-value P&P fundraising performance and reporting. Strong understanding of the systems required for effective P&P fundraising. Experience in piloting innovative ways of funding.
Desirable knowledge	<ul style="list-style-type: none"> Knowledge on Feminism, decolonization framework, antiracism or campaigning will be considered an asset. Project management experience
Essential skills	<ul style="list-style-type: none"> Excellent writing and communication skills to produce compelling proposals, grant applications and presentations tailored to potential donors. Strong strategic thinking, planning and problem-solving skills. Excellent negotiation skills to influence a broad range of stakeholders across the federation. Exceptional organisational skills, with the ability to effectively balance multiple priorities. Feminist Leadership skills

Language requirements		<ul style="list-style-type: none"> • Excellent English verbal and written language proficiency. • Proficiency in widely spoken languages such as Spanish, French, or Arabic will be considered an asset.
People Management Responsibility		
<i>Approximate number of people managed in total</i>		
1- Team members	Individual contributor, no direct responsibility for leading others.	Yes/ No
1.5	Act as mentor in a team and /or coordinating a team	Yes/ No
2- Team Leader	Coaches team members (at least three) in skills; leads, schedules, allocates and monitors work	Yes/ No
2.5	Responsible for one team with its own and has another team reporting directly	Yes/ No
3- Team managers:	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.