

<b>Job Title:</b>	Philanthropy & Partnership Fundraising Lead		
<b>Job Family:</b>	Lead		
<b>Directorate/Cluster:</b>	Director of Programmes, Fundraising and Communications	<b>Unit/Team:</b>	Fundraising
<b>Grade and Salary:</b>	Grade E	<b>Contract Type:</b>	Permanent
<b>Location:</b>	GS Hubs or AA Country Offices with Hosting Agreements	<b>Budget Holder:</b>	No
<b>Reports to: (inc. matrix reporting)</b>	Head of Fundraising		
<b>Direct Reports:</b>			
<b>Matrix Reports:</b>	Thematic Funding Advisors		
<b>DBS (CRB) / Police Check:</b>	Yes		
<b>This role might require travel</b>	Yes, up to 25%		
<b>Role Overview:</b>	<p>The Philanthropy &amp; Partnerships Fundraising Lead is a senior leadership role at ActionAid International for a bold and ambitious fundraiser who wants to help shape the future of our federation.</p> <p>This role exists to directly grow income from philanthropists, aligned corporates, and trusts and foundations that can fuel transformative change. It is about opening doors, building deep and lasting relationships, and securing major grants and gifts that strengthen ActionAid’s mission and vision of a world free from poverty and injustice.</p> <p>The postholder will lead the development of new funding opportunities, grow existing partnerships, and work closely with ActionAid members across the federation to bring our collective ambition to life. They will create and lead meaningful donor engagement opportunities, from donor roundtables and thought leadership moments to international funder engagement. They will also work in close partnership with colleagues across the Global Secretariat, especially Programme and Policy teams, to shape compelling cases for support that inspire confidence, connection, and significant philanthropic investment.</p> <p>This is a role for someone who is energised by possibility, confident in influencing at senior level, and motivated by the chance to build major philanthropic support that is bigger than any one market or team.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
<b>Strategic Impact and contribution</b>	<ul style="list-style-type: none"> <li>• Identify and secure new high-value funding opportunities for the Federation in partnership with Global Secretariat teams, focusing on major donors aligned with ActionAid’s mission and selected trusts and foundations.</li> <li>• Develop and implement a donor and partner cultivation strategy—in collaboration with members and Global Secretariat teams—to engage key, philanthropists, and foundations aligned with Federation priorities.</li> <li>• Lead the development of a strategic engagement plan for high- and mid-value individual philanthropists in collaboration with key stakeholders across strategic geographies.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Prioritize the cultivation of long-term relationships with individual donors, working closely with senior leadership and Federation representatives. Convene a cross-functional working group to co-create and deliver a Federation-wide plan, coordinating closely with governance leaders who hold relevant networks and influence within the philanthropic landscape.</li> </ul>
<p><b>System, Policies and Procedures and Product Management</b></p>	<ul style="list-style-type: none"> <li>• Collaborate with Thematic Funding Advisors to develop a Federation-wide Programme Portfolio focused on measurable impact and systems change. Support the design and packaging of 3–5 flagship programmes aligned with funders’ thematic priorities and the Federation’s strategic goals. Work closely with the Programme Team to position these initiatives for funding, with an emphasis on long-term transformation.</li> <li>• Support the development, management, and ongoing improvement of global systems and processes that govern and support P&amp;P income, ensuring compliance with relevant global fundraising policies.</li> <li>• Work closely with the Fundraising Analyst to develop systems and processes for the effective monitoring of P&amp;P fundraising programme income, expenditures, and KPIs across the AAI federation against agreed-upon performance KPIs, national strategies, and fundraising objectives/plans.</li> </ul>
<p><b>Issue Resolutions, Crisis/Risk Management</b></p>	<ul style="list-style-type: none"> <li>• Work closely with the Head of Fundraising to navigate and resolve tensions related to donor leadership, bidding processes, and alignment with the Federation’s values and mission.</li> <li>• Support donor risk assessments by applying the corporate engagement framework and relevant policy guidelines, ensuring ethical and mission-aligned partnerships.</li> </ul>
<p><b>Communications, Influencing and Coordination</b></p>	<ul style="list-style-type: none"> <li>• Plan and execute donor engagement events, as capacity permits, in collaboration with Federation members and Global Secretariat teams. Contribute to the design and delivery of strategic events that strengthen donor relationships and highlight the Federation’s impact and priorities.</li> <li>• Collaborate with Programme and Communications teams in the Global Secretariat to provide regular updates and tailored information to key donors, ensuring transparency and continued engagement.</li> <li>• Represent the organisation in relevant external meetings, networks, and donor forums to raise visibility, share learnings, and explore new partnership opportunities.</li> <li>• Build and maintain strategic collaborations with key external partners to enhance funding prospects and increase collective impact in alignment with the Federation’s mission.</li> </ul>

<p><b>People Management</b></p>	<ul style="list-style-type: none"> <li>• 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 a wider Fundraising Team that incorporates Partnership Fundraiser matrixed to Fundraising that values collaboration internally, cross-functionally and in partnership with countries.</li> </ul>
<p><b>Other delivery on strategic/functional priorities (Directorate-specific - maximum 5 KPIs)</b></p>	<ul style="list-style-type: none"> <li>• Federation P&amp;P income growth</li> <li>• Contracts above Euro 1 million secured from Foundations and Partnerships</li> <li>• Federation High/mid Value donors database</li> <li>• % of P&amp;P income supporting movements directly</li> </ul>

<p><b>PERSON SPECIFICATIONS</b></p>	
<p><b>Education &amp; Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Degree or postgraduate degree in a relevant field, or equivalent professional experience.</li> <li>• Additional training or qualifications in development, feminism, decolonization, anti-racism, or campaigning will be considered an asset.</li> </ul>
<p><b>Essential Experience</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Proven experience in soliciting and managing significant grants from P&amp;P donors (trusts and foundations and/or corporates).</li> <li>• Experience in monitoring and assessing high-value P&amp;P fundraising performance and reporting.</li> <li>• Strong understanding of the systems required for effective P&amp;P fundraising.</li> <li>• Experience in piloting innovative ways of funding.</li> </ul>
<p><b>Desirable knowledge</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of feminism, decolonization frameworks, anti-racism, or campaigning is considered a strong asset, particularly in the context of global social justice and advocacy work.</li> <li>• Proven project management experience, with the ability to plan, coordinate, and deliver complex initiatives across multiple teams and stakeholders.</li> </ul>

<b>Essential skills</b>	<ul style="list-style-type: none"> <li>• Excellent writing and communication skills, with the ability to craft compelling proposals, grant applications, and presentations tailored to diverse donor audiences.</li> <li>• Strong strategic thinking, planning, and problem-solving abilities, with a track record of developing effective funding strategies.</li> <li>• Excellent negotiation and influencing skills, capable of engaging and aligning a broad range of internal and external stakeholders across the Federation.</li> <li>• Exceptional organisational and time-management skills, with the ability to manage multiple priorities and deadlines in a fast-paced environment.</li> <li>• Demonstrated feminist leadership, embodying inclusive, collaborative, and power-aware approaches in line with ActionAid’s values and leadership principles.</li> </ul>
<b>Language requirements</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written proficiency in English is required.</li> <li>• Proficiency in additional widely spoken languages such as Spanish, French, or Arabic is considered an asset.</li> </ul>

<b>People Management Responsibility</b>		
<i>Approximate number of people managed in total</i>		
<i>1- Team members</i>	Individual contributor, no direct responsibility for leading others.	Yes/ No
<i>1.5</i>	Act as mentor in a team and /or coordinating a team	Yes/ No
<i>2- Team Leader</i>	<i>Coaches team members (at least three) in skills; leads, schedules, allocates and monitors work</i>	Yes
<i>2.5</i>	Responsible for one team with its own and has another team reporting directly	Yes/ No
<i>3- Team managers:</i>	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 outlines the key responsibilities and conveys the spirit of the kind of tasks expected proactively from staff. However, additional tasks may be assigned as necessary, in line with organizational priorities and evolving needs.

All staff members are expected to contribute to a positive and inclusive ActionAid International culture and to uphold the organisation's values and practices, which include:

- **Leading Innovation and Change:**  
Foster a culture of excellence within the team that encourages innovation, experimentation, and continuous improvement.
- **Feminist Leadership:**  
Champion feminist leadership principles and values, with a strong commitment to diversity, inclusion, and addressing power dynamics related to race, gender, and other forms of identity.
- **Living AAI's Values:**  
Model and promote ActionAid's core values of Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence, and Humility in all work and interactions.
- **Promoting a Healthy and Safe Working Environment:**  
Uphold and promote ActionAid's policies on Sexual Harassment, Exploitation, and Abuse (SHEA) and Safeguarding, contributing to a safe, inclusive, and respectful workplace. ActionAid maintains a zero-tolerance policy for any form of sexual exploitation or abuse.