

act:onaïd Job Description and Person Specification

Job Title:	Strategy Advisor – PFC		
Job Family:	Advisor		
Directorate/Cluster:	Director of Programmes, Fundraising and Communications	Unit/Team:	Programmes, Fundraising and Communications
Grade and Salary:	Grade D	Contract Type:	Secondment – 1 year
Location:	GS Hubs or AA Country Office that has a hosting agreement with the GS	Budget Holder:	No
Reports to: <i>(incl matrix reporting)</i>	Director of Programmes, Fundraising and Communications		
Direct Reports:	No		
Matrix Reports:	No		
DBS (CRB) / Police Check:	Yes		
This role require travel	Yes, up to 35%		
Role Overview:	<p>The Advisor provides high-level strategic and operational support to the Director of Programmes, Fundraising and Communications (PFC) and the Head of Fundraising. The role is central to ensuring the smooth delivery of strategic priorities across programmes, fundraising, and communications.</p> <p>Key duties include maintaining a strategic timeline of initiatives and management decisions; preparing briefs, presentations, and high-quality communications; and supporting engagement with internal teams and external partners, including institutional donors. The Advisor also assists the PFC Director and the Head of Fundraising with oversight of work plans and budgets, ensuring that strategic objectives are effectively translated into actionable and measurable plans.</p> <p>This position requires a high level of discretion, political judgment, and the ability to navigate both internal dynamics and external stakeholder landscapes. The ideal candidate is proactive, analytical, and detail-oriented, with excellent writing and communication skills. They must be able to operate with agility in a fast-paced environment and manage multiple priorities.</p>		
Areas of Responsibilities	Key Activities		

Strategic Impact and contribution	<ul style="list-style-type: none"> • Provide direct strategic support to the Director of Programmes, Fundraising and Communications (PFC) and the Head of Fundraising on high-priority initiatives that advance the organization's mission and strategic objectives. • Lead the coordination and delivery of short-term projects and special initiatives on behalf of the PFC Director, working cross-functionally with relevant teams to ensure timely and effective implementation. • Support the execution of the institutional funding strategy by tracking donor engagement activities, analyzing opportunities, and ensuring alignment across programme, communications, and fundraising efforts. • Manage the PFC Director's strategic agenda by convening and facilitating weekly meetings to monitor progress on key projects, communicate critical deadlines, and draft or oversee the preparation of necessary communications. • Coordinate the planning and delivery of team meetings and engagements, including scheduling, agenda-setting, documentation (minutes and action points), and follow-up to ensure clear decision-making and accountability. • Maintain and regularly update a decision register to track key strategic, policy, and operational decisions, ensuring timely follow-up and alignment across departments. • Serve as a liaison between the PFC Director and internal stakeholders, ensuring effective information flow, continuity, and timely response to emerging priorities. • Draft high-quality reports, briefings, talking points, and presentations to support internal and external engagements, donor communications, and leadership meetings. • Support the PFC Director in convening and preparing for meetings with the International Leadership Team (ILT) and Global Leadership Team (GLT), ensuring effective coordination, documentation, and systematic follow-up on agreed actions and decisions.
System, Policies and Procedures and Product Management	<ul style="list-style-type: none"> • Drive operational excellence within the PFC Directorate by identifying process inefficiencies and delivering data-informed solutions that streamline workflows and strengthen adherence to organizational policies and standards. • Lead on the planning, analysis, and management of the PFC Director's budget, providing actionable financial insights, monitoring trends, and advising on strategic resource allocation to maximize impact across programme, fundraising, and communications functions.
Issue Resolutions, Crisis/Risk Management	<ul style="list-style-type: none"> • Strengthen stakeholder relationships: Provide strategic support to the PFC Director and Head of Fundraising in cultivating and maintaining strong relationships with key internal and external stakeholders, including institutional donors, partners, global programme teams, and governance bodies. • Prepare high-level engagements: Coordinate and prepare for critical meetings and interactions by developing comprehensive briefing materials, stakeholder analyses, and talking points that reflect organizational priorities and donor strategies. • Monitor and mitigate risks: Track stakeholder dynamics and donor trends, synthesizing intelligence and feedback to inform strategic positioning, engagement planning, and proactive risk mitigation. • Ensure alignment and follow-through: Support consistent messaging and delivery across stakeholder engagements by tracking action points, aligning internal communications, and fostering cross-functional collaboration around key relationships.

<p>Communications, Influencing and Coordination</p>	<ul style="list-style-type: none"> • Deliver high-impact internal communications: Develop and manage communications on behalf of the PFC Director, ensuring clarity, consistency, and alignment with organizational messaging. Outputs include presentations, strategic emails, communiqués, video messages, and coordination of internal engagement events such as town halls. • Strengthen external positioning: Coordinate strategically with Communications & Campaigns, Fundraising, Regional, IHART, Programmes, and Influencing teams to position the PFC Director effectively in high-level engagements with donors, advocacy targets, and strategic partners—reinforcing organizational influence and visibility. • Prepare comprehensive briefings: Lead the development of briefing packs and background materials for both internal and external engagements, including stakeholder intelligence, strategic context, and logistical planning, ensuring the PFC Director's interventions are data-driven, context-sensitive, and impact-focused.
<p>People Management</p>	<ul style="list-style-type: none"> • Contribute to a high-performing, mission-driven team culture by promoting strategic alignment, shared accountability, and a solutions-oriented mindset across the PFC Directorate and related functions. • Champion open, transparent, and purposeful communication to support informed decision-making, trust-building, and psychological safety within and across teams. • Facilitate cross-departmental collaboration by identifying interdependencies, analyzing systemic challenges, and fostering integrated approaches to solve complex, cross-functional issues aligned with organizational priorities.
<p>Delivery on strategic/ functional priorities (Directorate/Cluster-specific - maximum 5 KPIs)</p>	<ul style="list-style-type: none"> • Ensure delivery of key directorate objectives by translating the PFC Director's strategic vision into actionable plans, coordinated implementation, and measurable outcomes across programmes, communications, and fundraising functions. • Strategic Planning: Develop and maintain a comprehensive roadmap with defined milestones, timelines, resource requirements, and risk mitigation measures to support delivery on functional priorities, including the advancement of the institutional funding strategy. • Prioritization and Focus: Apply analytical frameworks to assess urgency, impact, and alignment, ensuring that high-priority initiatives—such as donor engagement, proposal development, and cross-functional fundraising efforts—are executed with precision. • Institutional Funding Support: Track progress against institutional funding objectives, contribute to reporting and analysis, and ensure integration of funding priorities into broader workstreams and decision-making processes within the directorate. • Agility and Performance Monitoring: Maintain adaptability by re-prioritizing in response to evolving internal and external dynamics. Monitor delivery against KPIs, escalate risks proactively, and support data-driven course correction to keep the directorate on track.

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PERSON SPECIFICATIONS	
Education and Qualifications	<ul style="list-style-type: none"> • Degree or Higher Diploma in Business Management or a related field, along with relevant experience in similar roles. • Additional certifications in communications will be considered an advantage.
Essential Experience	<ul style="list-style-type: none"> • Have a business-focused mindset, with the ability to identify areas of weakness, the authority to propose changes, the interpersonal skills and knowledge to introduce changes, and the organizational skills to monitor the effectiveness of processes. • Ability to travel internationally. • 4–6 years substantive support experience in a complex environment
Essential knowledge	<ul style="list-style-type: none"> • Demonstrated ability to take initiative, manage multiple high-level priorities, and operate autonomously while contributing to a broader strategic agenda in a fast-paced, evolving environment. • Proven capacity to handle sensitive and confidential information with discretion, sound judgment, and political awareness. • Operates with professionalism, resilience, and composure under pressure, delivering high-quality results while managing tight deadlines and competing demands. • Brings a proactive and adaptable mindset, with strong analytical thinking skills and the ability to synthesize complex information to support strategic decision-making. • Offers a strategic and analytical perspective, with the ability to see the bigger picture, identify patterns and risks, and connect operational activities to organizational impact. • Possesses a strategic outlook and the ability to connect day-to-day tasks to broader organizational goals, ensuring alignment with the PFC Director's vision and ActionAid International's long-term objectives. • Skilled in building trust-based relationships and facilitating collaboration across departments, regions, and functions to drive collective impact. • Deeply committed to the values, mission, and strategic vision of ActionAid International, particularly in advancing equity, social justice, and systemic change. • Technologically proficient in remote collaboration and digital productivity tools, particularly the Microsoft Office 365 suite, with the ability to streamline processes and enhance team coordination. • Demonstrates high emotional intelligence and cross-cultural fluency, enabling effective engagement within a diverse, multicultural work environment and across complex stakeholder landscapes.
Essential skills	<ul style="list-style-type: none"> • Exceptionally organized and detail-oriented, with the ability to manage competing priorities and adapt seamlessly to shifting demands in a dynamic environment. • Strong interpersonal skills, with the ability to build trust, navigate complexity, and foster collaborative relationships across diverse teams and stakeholders. • Outstanding verbal and written communication skills in English, with the ability to convey complex information clearly, persuasively, and with strategic intent. • Highly skilled in analytical problem-solving and resourcefulness, with a track record of developing practical, high-impact solutions. • Flexible and responsive, with a continuous improvement mindset and the ability to thrive in high-paced, politically nuanced settings.
Language requirements	<ul style="list-style-type: none"> • Excellent verbal and written communication skills in English are essential, with the ability to engage effectively across diverse internal and external audiences. • Proficiency in an additional language; particularly French, Spanish, Arabic, or Portuguese is considered a strong asset in a global, multicultural environment.

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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
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.