

act:onaid Job Description and Person Specification

Job Title:	Thematic Funding Adviser		
Job Family:	Adviser		
Directorate/Cluster:	Programmes, Fundraising and Communications	Unit/Team:	Programmes, Policy & Influencing
Grade and Salary:	D	Contract Type:	Permanent
Location:	GS Hubs or AA Country Office that has a hosting agreement with the GS.	Budget Holder:	No
Reports to: (incl matrix reporting)	Head of Programmes, Policy & Influencing (matrix to P&P Fundraising Lead)		
Direct Reports :	No		
Matrix Reports:	No		
DBS (CRB) / Police Check:	Yes		
This role might require travel	Yes, up to 30%		
Role Overview:	<p>This role is focused on raising large scale strategic programme funding that is managed by the Global Secretariat and very closely aligned to our SIF3 system change agenda. The role will work closely with the P&P Fundraising Lead, the thematic leads on economic justice, climate justice and women's rights, and the Program and Impact Lead, identifying major strategic funding opportunities that resonate with our niche and credibility on priority themes. The role will help to convert AAI's external profile on key policy issues into big funding opportunities, helping to cultivate strategic donors and develop strategic funding proposals. The role will focus on opportunities where AAI can raise large scale funding and develop proposals that are consistent with our policies and funding targets, including on cost recovery.</p> <p>The role will bring expertise, knowledge and focus on strategic funding proposals that build synergies between our thematic priorities on climate justice, economic justice, and women's rights.</p>		
Areas of Responsibilities	Key Activities		
Strategic Impact and contribution	<ul style="list-style-type: none"> • Lead in identifying and developing large scale strategic funding opportunities for ActionAid's strategic priority themes (economic justice, climate justice, women's rights) in close collaboration with the P&P Fundraising Lead • In close collaboration with the P&P Fundraising Lead, the thematic Leads, and the Program and Impact lead, develop a Federation Program Portfolio, and the research needs it requires. • Support the P&P Fundraising Lead in cultivating donor relationships in collaboration with the thematic leads with thematically aligned donors, especially using our policy visibility in global and regional policy spaces. • Lead in ensuring that funding proposals are aligned with our programme standards, policy positioning, cost recovery and other relevant policies. • Support other funding processes as agreed with the Head of Fundraising and the Head of Programmes, Policy and Influencing 		
System, Policies and Procedures and Product Management	<ul style="list-style-type: none"> • Jointly with the P&P Fundraising Lead, develop and run a system for identifying major donor opportunities for our priority strategic themes. • Draft notes and concept papers that support P&P Fundraising Lead and the thematic leads and project staff to cultivate donors in key global spaces. • Ensuring compliance with all relevant policies and procedures for fundraising and fund management. 		
Issue Resolutions, Crisis/Risk	<ul style="list-style-type: none"> • Ensuring that new funding proposals do not create unacceptable risks for the federation. 		

act:onaid Job Description and Person Specification

Management	<ul style="list-style-type: none"> Support the Head Fundraising in the prioritisation of funding proposals and donor engagement process 	
Communications, Influencing and Coordination	<ul style="list-style-type: none"> Ensuring that funding proposals draw on the most compelling data and evidence of impact from previous related programmes and projects. Influencing donor policies to challenge donor requirements that might undermine our capacity to work with social movements and other less conventional partners. Coordinating discussions with the P&P fundraising Lead and the thematic lead, including GS project staff and country –staff in the federation forum working groups to identify high potential funding opportunities and the countries that are most aligned to these / best positioned to secure funding 	
People Management	<ul style="list-style-type: none"> No direct reports but close working relations with Fundraising and Programme leads. Ability to work in a matrix model having a reporting line to the Head of Fundraising 	
Other delivery on strategic/ functional priorities (Directorate-specific - maximum 5 KPIs)	<ul style="list-style-type: none"> Ensure that we expand and diversify large scale strategic funding for the Global Secretariat and the federation’s strategic priorities. Ensure funding proposals are aligned with ActionAid programme quality indicators. Ensure a good level of cost recovery is integrated into proposals and achieved in practice. Ensure proposals are in compliance with all other core / relevant ActionAid policies 	
PERSON SPECIFICATIONS		
Education and Qualifications	Degree or equivalent experience	
Essential Knowledge and Experience	<ul style="list-style-type: none"> Significant experience in large scale fundraising Deep knowledge on one or more of ActionAid’s priority themes – climate justice, economic justice and public services, women’s rights, and feminist economics. An understanding of advocacy and public campaigns strategies An understanding of the politics of ActionAid’s approach to these priority themes and appreciation of our system change agenda and working with social movements. An understanding of feminist, decolonial approaches to fundraising from institutional donors, foundations and trusts 	
Language requirements	<ul style="list-style-type: none"> Fluent in English with a strong preference for knowledge of a second language (esp French, Spanish, Portuguese or Arabic) 	
People Management Responsibility		
Approximate number of people managed in total		
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:

act:onaid Job Description and Person Specification

- **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.

