

Terms of reference
International Fundraising Manager – High Value
6 month part-time contract
October 2011

Job description

Job title	International High Value Fundraising Manager
Contract type	Fixed term – 6 months
Grade/starting salary	Band 4/£30,886-£33,066 p/a pro rata
Working hours	Part-time; 17 hours a week – flexible arrangement over 2-3 days/week
Reporting to	Head of International Market Development (Acting)
Direct reports	None

Purpose of the Role

This role will play a key role in helping to grow voluntary high value income across ActionAid by building the capacity and capability of country programmes and thematic teams in accessing and managing high value grants. This is a vital role as we move into a new strategic period which sees an increasing role for high value fundraising in delivering the income we need.

Key tasks and responsibilities

- 1. Develop the capability of staff in ActionAid country programmes and thematic teams to access and manage funds from high value sources – 60%**
 - Lead on the development, organisation and delivery of a workshop to be held in Thailand in February 2012 to achieve the objective detailed above
 - Launch one or more mutual support groups (MSGs) for country staff who attended the high value workshop in 2011 and staff attending the high value workshop in 2012
 - Improve International Project Information Exchange through more systematic data capture and co-ordination with International Programme Development.
 - Provide ad-hoc advice to country and thematic teams to identify appropriate projects for high value funding, as well as assisting with networking and connecting people across the organisation
 - Improve telephone inductions to all new senior fundraising staff in country programmes and explore ongoing training, particularly the use of the hive for distance learning
 - Sign off all high value Memorandum of Understandings and escalate any concerns about high value grants
- 2. Work on specific projects which will assist country and thematic teams to increase their ability to access and manage high value funding – 35%**

- Connect with IPD and other relevant teams to maximise match funding opportunities and improve co-ordination
- Review funding plans from countries to check that high value income is realistic
- Review Projects Seeking Donors Library and develop clear recommendations for future development and improvement of this vital resource.
- High Value Funding Priority list will be agreed and submitted to International Directors for approval (or alternative proposed).

3. Create and maintain a pro-active fundraising culture – 5%

- Support and work with the Head of Market Development (Acting) and the rest of the team to enable fundraising programmes to meet their objectives and maximise opportunities

Person Specification

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Experience of building staff capacity to raise funds from high value sources	Demonstrable experience as a successful major donor and/or foundations fundraising manager with a non-profit organisation
Solid understanding of the systems required for effective high value (restricted & unrestricted) fundraising	Experience in fundraising in international markets
Experience of planning and organising events for participants from different countries	
Training, coaching and mentoring experience (with teams and individuals)	
Knowledge and interest in current international development theory and practice	
Experience of working in developing countries	
Experience of influencing and negotiating with senior staff	
Skills and Abilities	
Proven ability to build networks and establish relationships in order to work collaboratively with groups/ individuals and organisations in a multicultural environment	Willingness to travel –once every 6 months
Good presentation and facilitation skills	
Organisation and planning skills, particularly around events	
Exceptional interpersonal and relationship building skills across cultures, with the ability to persuade, motivate, inspire and lead	

Strong problem solving and strategic thinking skills with experience of and an aptitude for strategic planning	
Positive attitude to challenges and opportunities	
Ability to work using own initiative, with little direction	
Excellent communications skills, both verbal and written, with fluency in English	
A strong commitment to develop, promote and practice AAI's vision, mission, values and strategy with a particular focus on human rights and socio-economic justice	