

act:ionaid Job Description and Person Specification

Job Title:	Fundraising and Institutional Partnership Lead		
Unit	Fundraising and Institutional Partnership Development Unit	Job Family:	
Reports to:	Executive Director	Grade:	G
Location:	Nairobi, Kenya with frequent regional and international engagement		
Direct Reports:	Fundraising Coordinator - Local Voluntary Fundraising; Fundraising Coordinator – Corporates, Trust and Foundations, Fundraising Officers.		
Job Role			
Role Overview:	<p>The Fundraising and Institutional Partnership Development Lead shall be responsible for the design and implementation of fundraising strategies, policies and activities aimed at generation of adequate resources for delivery of the Country Strategy and support to strengthening partnerships with the institutions of communities living in poverty and exclusion in accordance with the core values and principles of the organisation. In addition, the Lead shall deepen relationships with institutional donors; oversee Corporates, Trust and Foundations and facilitate linkages between local, country program and international fundraising teams in the GS and Funding Affiliates to deliver on strategic objectives of resource generation and donor relations. The job holder will oversee design of strategic focus for local voluntary fundraising including guiding the communications for fundraising approach to profile and brand the organization as the strategic partner of choice for funding and partnership. The holder of the position is a member of senior management team and is expected to ensure organizational efficiency and effectiveness through participation in decision making. The role is accountable for building a coherent, multi-year institutional funding portfolio aligned to ActionAid's feminist, rights based strategy, while defending organisational integrity in a shrinking, politicised aid environment.</p>		
Accountabilities			
Key Responsibilities :	Key Accountabilities		
Strategic Leadership	<ul style="list-style-type: none"> Lead the design and execution of ActionAid Kenya's institutional fundraising strategy in alignment with the country strategy and ActionAid International priorities. Define and enforce clear funding priorities and criteria. Build and manage a strategic funding pipeline focused on multi year, flexible, and influence enhancing partnerships. Advise the Executive Director and Senior Management Team on funding risks, political trade offs, and emerging donor trends. 		
Institutional Partnerships and Relationship Management	<ul style="list-style-type: none"> Develop and sustain high trust relationships with bilateral donors, foundations, multilateral agencies, and strategic INGO partners. Engage donors upstream to shape priorities, narratives, and funding calls in ways that align with ActionAid's mission. Position ActionAid Kenya as a thought partner and political actor, not just an implementing agency. 		

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	<ul style="list-style-type: none"> Represent ActionAid Kenya credibly in high level donor, diplomatic, and confederation spaces.
Development and delivery of the AAIK's fundraising strategy	<ul style="list-style-type: none"> Lead, develop and manage delivery of the resource mobilization strategies, policies, and procedures in line with the current changing donor trends to inform resource mobilization strategies Lead early intelligence gathering on donor priorities and funding windows. Influence proposal frameworks, consortium configurations, and governance models before calls are published. Negotiate funding terms including budgets, overheads, risk sharing, reporting burdens, and compliance conditions. Decide when not to pursue funding and clearly communicate rationale internally Incorporate feasible innovations into AAIK's fundraising practices, programmes, and partnerships from the local to the national to the global. Broaden the mix of already existing income streams and in collaboration with the Fundraising Coordinators develop new streams of income including major donors, regular giving, and legacy funding, among others. Work with Fundraising Coordinator – Local Voluntary Fundraising to manage infrastructure for Supporter Care as a means of maintaining a robust accountability system.
Proposal Development Leadership	<ul style="list-style-type: none"> Provide strategic leadership to complex proposal development processes across Units. Translate political and feminist programming concepts into fundable, defensible program designs. Ensure proposals reflect ActionAid's rights based, movement building approach without dilution. Maintain oversight of the institutional funding portfolio to ensure balance, performance, and strategic coherence.
Increase Corporates, Trusts and Foundations funding	<ul style="list-style-type: none"> Oversee the development and execution of strategy for Funding Affiliates to scale up existing funding partnerships and establish new funding relationships Oversee relationship building for identified new corporates, trusts, foundations through networking and pitching to create opportunities for corporate fundraising. Work with Executive Director and the Fundraising Unit to engage with funding affiliates to develop strategic approaches for implementation of the AAIK Corporate Engagement Strategy. Oversee the development and submission of concept notes containing the core values and principles of the organisation to new and existing corporates, trusts, and foundations to increase support for AAIK.
Enhance Local Voluntary fundraising and supporter marketing	<ul style="list-style-type: none"> Lead development of Local Voluntary Fundraising Investment Business Cases for long term. Lead communications for fundraising strategy in liaison with Communications team and Programmes, Policy and Campaigns team for branding and visibility creation of AAIK. Oversee utilization of a customer relationship management CRM system.

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Communication s and collaboration	<ul style="list-style-type: none"> • In collaboration with the Senior Communications Officer lead and support the development of key messages which lead to the increased visibility of the AAIK Brand. •
People Management, Mentoring and Development	<ul style="list-style-type: none"> • Effectively Lead and manage the Fundraising team, ensuring a shared vision, teamwork, effective communication, active engagement, transparent and participatory yet productive decision-making and management approaches • Support the Executive Director to ensure structural reform within AAIK, focusing on changes to the Fundraising team (including, where necessary, supporting the recruitment of new staff) to align with the Country Strategy. • Lead coordination of the contribution from every staff to fundraising through hosting events, content development, budget analysis, mapping opportunities, following up on engagements, among other approaches. • Coordinate learning forums aimed at improving staff capacity to participate and support fundraising efforts • Provide Unit oversight and performance management.
Other Duties	<ul style="list-style-type: none"> • Participate actively in fundraising and CS meetings, planning and review activities regarding LRP and partner programming. • Actively participate in key relevant internal meetings such as fundraising and programme review meetings or LRP meetings as required. Participate in any donor visit to project(s) within AAIK, as required. • Perform other functions that will be assigned by the Executive Director from time to time.
Typical People Management Responsibility	
Approximate number of people managed in total	4
Matrix Manager – (projects/dotted line)	Yes
Team Leader	Yes
Manager of Team Leaders/Managers	Yes
What is the global remit? Operates in:	
Own country	Yes
Key Relationships to reach solutions	
Internal (to ActionAid or team)	Internal and External
Country Senior Management Team	
Peer	Uamuzi members
GS staff	RMI
Executive Director	Yes
Person Specification	
Education & Certifications	<p>A bachelor's degree in social sciences, policy development or its equivalent from a recognized University.</p> <p>Master's degree in social sciences or its equivalent from a recognized University is desirable.</p>

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Experience	<p>Appointment to the position will be made from persons who have:</p> <ul style="list-style-type: none"> • 10 years of progressive experience in institutional fundraising and partnership development within INGOs, foundations, or bilateral agencies. • Proven experience securing large scale, multi year institutional funding (bilateral donors, foundations, or pooled funds). • Deep understanding of the political economy of aid, donor decision making processes, and shifting global funding trends. • Experience working within complex organisational structures or confederations. • Strong grounding in rights based programming, gender equality, feminist leadership, governance, or social justice work. 	
Essential knowledge and skills	<ul style="list-style-type: none"> • A clear understanding of the donor financing architecture in Kenya and globally including bilateral donors, foundations and philanthropy and corporate fundraising. • Proven Strategic Relationship Building and opportunity shaping and donor influencing skills. • Excellent interpersonal, negotiation and communication skills, including demonstrated ability to handle sensitive negotiations on matters affecting AAIK staff, partners, and communities. • Ability to maintain donor relationship and accountability in line with funding policies and standards. • A strong commitment to embedding feminist leadership, resilience building and AAIK's humanitarian signature. • A strong commitment to adhering to and promoting AAIK's approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk). 	
Desirable Knowledge and Experience	<ul style="list-style-type: none"> • Strategic thinking with the ability to connect funding to long term organisational power and impact. • High level relationship management and negotiation skills. • Ability to influence across diverse internal teams. • Excellent political judgment and risk assessment capacity. • Strong written and verbal communication, capable of holding difficult conversations with donors and internal stakeholders. 	
Competency Profile		
Leading organisation	Strategic perspective	Demonstrate alignment of the Organisation's strategic priorities and goals to the LRP and Partner plans
	Change management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening, and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment.
Leading others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborativ	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).

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	Relationship	
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities