

Role Profile for Senior Strategic Funding Specialist

Role Title (Internal HR use only): Senior Strategic Funding Specialist		Operational / External Title: Strategic Funding Manager		Date: April 2024	
Department and Team: Funding, Philanthropy and Partnerships		Band: D		Reports to: Head of Strategic Funding and Insight	
Direct Reports: Two		Indirect Reports: 0		Dotted line reports: 0	
Budget Holder (yes /no): No					
Safeguarding Check required	No	If Y, what type:	Role requires travel to country programmes	No – there may be some opportunity to do so	
DBS check required	Yes				
Purpose of the Role:					
<p>Purpose of the Role: Working across all income streams within P&P, this post will lead on driving growth to the most strategic areas of work by developing and having oversight of donor communications and strategies that support the generation of unrestricted, co-financing and emergency funding. The post-holder will coordinate emergency appeals, have oversight of all co-financing and develop strategic proposals and reports for philanthropic individual donors, Corporates, and Trusts and Foundations. The post-holder will manage and delegate work to the Strategic Funding Specialist and Proposals and Grants Officer. In addition, the post-holder will develop cases for support, concept notes and proposals which support the generation of strategic income to AAUK. The role will also support line reports to use the information and content produced by the wider Strategic Funding team to maintain a 'knowledge hub' of ActionAid's work and impact for the benefit of P&P donor audiences, the rest of AAUK and the high value fundraising community across the federation.</p>					
Areas of Activity		Key Accountabilities and Deliverables			
Team working	<ul style="list-style-type: none"> Engage with and demonstrate commitment to AAUK's mission, vision, values and strategic aims, and 'My Feminist Behaviours' (including adherence to our Code of Conduct). To undertake any other duties appropriate to the level in accordance to agreed procedures and guidelines. Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning. 				
Develop communication strategies and processes for philanthropic donors which drive strategic growth	<ul style="list-style-type: none"> Lead the team to develop cases for support, concept notes and proposals which support the generation of strategic income to AAUK Coordinate emergency appeals for philanthropic donors - produce emergency appeal materials and reports, act as the main contact for P&P during a live appeal, coordinate and streamline comms with P&P emergency leads and IHART; and have oversight of the reporting schedule for red-alert emergencies Have oversight of co-financing process – including the tracking of funds, managing write up of concept notes and reporting, coordinating report schedules; and supporting fundraisers to be able to present these projects to donors Ensure all donor communications and content are aligned with the AAUK's strategy, brand and anti-racist and decolonisation principles, and adhere to AA safeguarding policies and procedures Act as an advisory resource for P&P and key AAUK and AAI colleagues regarding strategic funding and materials available, providing particular support to growth areas in P&P (including corporate and global markets), advising on ideas for proposition development Establish relationships and network with key colleagues in the global ActionAid federation Provide peer support to high value colleagues across the federation as appropriate and in coordination with the global secretariat, for example sharing resources to support co-financing fundraising 				

Role Profile for Senior Strategic Funding Specialist

	<ul style="list-style-type: none"> • Keep P&P updated on strategic projects in need of funding • Develop and deliver training/presentations/signpost? to fundraisers on ActionAid's work, increasing their confidence in articulating ActionAid's theory of change with donors • Have oversight of priority funding asks from P&P to ensure that the whole team is re-using produced donor materials in order to improve efficiency • Work closely with the Senior Proposals and Grants Specialist and Head of Team to review workstreams and allocate work across the team as appropriate
Produce strategic proposals, concept notes and reports in line with strategic funding priorities	<ul style="list-style-type: none"> • Lead the team to develop and write bespoke strategic funding proposals and concept notes for P&P's top prospects and donors • Lead the team to develop and manage funding products, such as for the Arise network and diaspora groups • Lead the team to develop and manage P&P projects, including Aid Match and other match funding appeals • Personally manage a small portfolio of grants where donors have given to thematic or strategic areas of work, ensuring strong alignment with ActionAid's grant management processes and best practice. Support line reports to manage their own grants. • Act as surge support on other proposal development and capacity building and inception workshops with ActionAid Federation Members as required, capacity allowing • Encourage a culture of creativity within P&P, including the use of digital media and creative reporting – working with the relevant communications specialists across AAUK • Develop strong and productive working relationships with staff including specialists across the federation and within AAUK
Maintain a project information 'knowledge hub' to support fundraising activity	<ul style="list-style-type: none"> • Effectively document useful information and content (impact examples, case studies, reports etc.) produced or identified through activity in the Strategic Funding Team and share across P&P teams as well as relevant staff across AAUK and the global high value community. • Source, write and share compelling stories of change, and source images to help engage donors. • Develop strong and productive working relationships with key staff across AAUK and the federation in order to proactively develop new mechanisms for sharing project information for philanthropic fundraising purposes • Identify gaps in project information needs within P&P and introduce new ways of working in order to address them • Establish and manage a system to document project information which is accessible to relevant teams
People management and supervision	<ul style="list-style-type: none"> • Effective leadership and line management of the Strategic Funding Specialist and Proposals and Grants Officer in line with ActionAid's feminist behaviours framework to deliver against KPIs - recruiting roles, ensuring the right skills and tools, having regular 1:1s focusing on performance, objective setting and development opportunities, and pro-actively managing any sickness absence and performance management issues. • Effectively coordinate and delegate work to the Strategic Funding Specialist and Proposals and Grants Officer. • Drive continuous improvement in all aspects of team operations, with regular meetings to share information and discuss progress and initiatives and encourage team members to contribute improvement ideas and share learnings within and across teams.

Key Relationships (external to the team):

INTERNAL: Philanthropy and Partnerships Team; International Humanitarian Team; Programme Specialists in AAUK and AAI; Stories and Information Team; Programme, Advocacy and Policy teams, Communication and Public Engagement teams; Global Secretariat; Digital team
EXTERNAL:

EXPERIENCE, KNOWLEDGE & EXPERTISE

Role Profile for Senior Strategic Funding Specialist

Essential:

- Commitment to AA's vision, mission and values, including a commitment to feminist principles, safeguarding, and working in an organisation committed to working for the rights of women and girls.
- Commitment to AA's values of Equality, Diversity & Inclusion and upholding the values of becoming an anti-racist decolonised INGO.
- ActionAid UK is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment.
- Commitment to continually improving your digital skills and knowledge within the working environment.
- Significant experience in producing high quality, compelling written materials for an external audience displaying a high level of copy writing skills and attention to detail
- A proven track record in writing successful high value fundraising proposals and securing significant donations from major donors, charitable trusts and foundations and/or corporate donors
- Proven experience of developing appropriate strategies in line with organisational and departmental objectives
- Experience in leading a cross team project or strategy which involves multiple stakeholders
- Proven experience in managing a varied workload, delegating work effectively, taking initiative and meeting deadlines
- Strong interpersonal and relationship building skills – able to communicate well across a range of people both in the UK and internationally
- Exceptional written communication skills – ability to produce compelling written communications for a varied audience
- Ability to translate technical programme information into compelling donor communications
- Experience of working within an international development and/or humanitarian relief organisation

Desirable:

- Experience of living and working in the “Global South”
- Experience of working for an INGO
- A good understanding and experience of monitoring and evaluation, including working with large complex log frames
- Experience of working with large complex budgets
- Experience of running capacity building workshops
- Project management experience
- Proven experience of leading and motivating a team to achieve ambitious targets

Any Other Relevant Information:

The role will include covering out-of-office hours work during red and orange alert emergency appeals, when the post-holder and team will be responsible for drafting an appeal document and email to Philanthropy and Partnerships donors within 12/24 hours of the alert.

Role Profile for Senior Strategic Funding Specialist

[Click here for 'My Feminist Behaviours'](#)

This role profile sets out the current duties of the post that may vary from time to time without changing the character of the job or the level of responsibility entailed. However, all role profiles are regularly reviewed and updated accordingly in line with organisational needs.