

Role Profile for : Senior Business Development Specialist

Role Title (Internal HR use only): Senior Business Development Specialist		Operational / External Title: Senior Business Development Specialist		Date: Oct 2024	
Department and Team: Funding		Band: D		Reports to: Head of Business Development	
Direct Reports: 0		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	Yes	
DBS check required	Yes				
Purpose of the Role:					
<p>Purpose of the Role: The Institutional Funding Business Development team is a key delivery partner in ActionAid UK's current strategy to promote a world where women and girls are valued, live free from violence, and can exercise their rights to promote their own economic empowerment, safety, equality and voice. The post holder will work within a team which will build an effective and innovative pipeline of concepts and proposals for funding, focused on international development funding but may need to support on the humanitarian side as well. Working closely with the Programme Quality and Assurance, this role is responsible for supporting the organisation's relationships with institutional donors and growing funding partnerships strategically. The post-holder will bring strong fundraising acumen, programming experience and a spirit of collaboration to ActionAid UK.</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. 				
Partnerships development	<ul style="list-style-type: none"> Promote AA's distinctive approach to managing issues relating to women and girls rights in all new and established relationships. Manage, initiate and act on opportunities to strategically engage with, involve and deepen AAUK'S existing relationships with new and existing AAUK major donors (including FCDO). Develop senior level partnerships with other organisations working in the development sector on resource mobilisation, including institutions, potential consortium partners, private sector organisations, INGO's and relevant research institutions. Actively participate in relevant donor meetings and networking events to further develop funding relationships. Within the ActionAid federation, continue to clarify and promote AAUK's international donor manager role for identified donors (FCDO and others), in-line with the federations cross border fundraising policy. Provide senior leadership representation with ActionAid countries to agree ways of working for donor engagement and proposal development, where AAUK is donor manager, including ensuring appropriate cost recovery for AAUK. Work with ActionAid countries to agree ways of working for donor engagement and proposal development, where AAUK is donor manager, including 				

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<p>Proposals and tenders</p>	<ul style="list-style-type: none"> • ensuring cost recovery for AAUK • Provide input into the development of a business development strategy for increasing institutional income in line with ActionAid UK strategic objectives. • Prepare and input into strategies for diversifying AAUK's institutional funding base –including providing senior technical input into prospecting research and financial modelling for the team. • Keep abreast of donor intelligence about upcoming opportunities and funding streams and provide surge support where required. • Act as operational lead responding to, and managing large complex funding opportunities, including commercial tenders. • Act as bid manager, coordinating a team of including in country programme teams, finance and MEL staff to develop content for grant proposals and complex contract opportunities (global and country specific) -ensuring they meet donor requirements • Oversee and manage internal and external relationships throughout bid development process, leading on negotiation with consortium partners and ActionAid Country Programmes, Associates and Affiliates. • With support and guidance from the PQA team, author content for grant applications, as well as technical and commercial tenders, ensuring all final submissions have been reviewed and approved by technical advisers and other senior departmental stakeholders. • Working with the Senior Finance and Compliance Adviser, ensure the timely preparation of budgets, ensuring that they deliver VFM and appropriate cost recovery is in line with AAUK policies. • Provide leadership support on request, to building the capacity of AA countries to effectively secure donor contracts through the provision of timely advice, training and support.
<p>External representation and relationship building</p>	<ul style="list-style-type: none"> • To manage internal and external relationships throughout the bid development process, negotiating with consortium partners, country programmes, Associates and Affiliates, ensuing approval and support on new approaches. • To develop and nurture relationships with AA countries, working with colleagues to obtain early intelligence on funding opportunities / identify further funding opportunities, and conduct research to ensure a coordinated approach, following up on all opportunities. • To interact with all departments to keep abreast of AA priorities and share expertise. • To support the handover of newly acquired programmes and projects to AA staff to manage including the contract inception stage to ensure that all stakeholders are able to meet and adhere to donor rules and regulations.

Key Relationships (external to the team):

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INTERNAL: Programme Quality and Assurance Team, Advocacy team, Feminist Research and Policy Team, Philanthropy and Partnerships Team, GS- Institutional Funding team.

EXTERNAL: Institutional donors, tender/contract leads, Academic institutions, Policy stakeholders and NGO networks.

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EXPERIENCE, KNOWLEDGE & EXPERTISE

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.
- Proven experience of institutional fundraising in the international development sector- particularly of donors of strategic relevance to AAUK - including FCDO.
- Experience of developing and implementing successful programme funding strategies and of delivering income against targets.
- Proven experience of securing grants and contracts at a multimillion level
- Track record managing relationships/negotiations with donors
- A strong understanding of the latest thinking in development programming as it pertains to women and girls rights.
- Excellent project management, with the ability to lead and work collaboratively with virtual teams across multiple countries in high pressure environments in meeting tight deadlines
- Experience coordinating bid teams to deliver proposals, bids, or manage contracts.
- Ability to interpret and analyse complex information from a range of sources and present to a donor in a detailed and accurate way.
- Good numerical ability to analyse financial information and develop budgets.
- Excellent communication skills, particularly to produce high quality written documents

Desirable:

- Experience of living and working in the “Global South”
- Experience of working for an INGO
- Fluency in French, Spanish or Arabic or a language spoken in developing countries, in addition to English.
- Experience in women/girls rights programming.

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- Confidence to operate in a strategic role and to engage with senior managers
- Experience of working in the Global South
- Willingness to travel internationally on a regular basis.

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Any Other Relevant Information – please add in any information regarding the complexity of work undertaken / complexity of relationships; level to which they drive change in their role / team / department, whether within their core duties they undertake activities that potentially could be ‘risky’	

[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.