

ActionAid Bangladesh is looking for suitable candidates for the following position:

## Head of Partnerships & Resource Mobilisation

Department	:	Resource Mobilisation
Location of posting	:	Dhaka
Types of contract	:	Regular
Number of position	:	1 (One)
Salary and benefits	:	A competitive salary package will be offered to the deserving candidate with other admissible benefits such as a festival bonus, provident fund, gratuity, medical and group life insurance, etc., as per HROD Policy.

### Job Summary:

The objective of this role is to mobilise and diversify resources and partnerships of ActionAid Bangladesh (AAB) adhering to the fund-raising strategy for the implementation of the Country Strategy.

As the Head of Partnership and Resource Mobilisation, the incumbent will enhance the organisation's profile, coordinating, and overseeing donor engagements, supporter services particularly related to child sponsorship, fundraising communications, fostering programme innovation, and ensuring compliant grant management. S/he will be responsible for developing robust local and international fundraising strategies, bringing together current and potential donors and partners to support the mission of AAB for achieving social justice, gender equality, and poverty eradication.

The main responsibilities are, (a) Leading the Resource Mobilisation agenda and department to secure and maintain funding from institutional sources, private sector, trust and foundation, and individual donors, in close collaboration internally and ActionAid International Funding Affiliate countries. (b) Work to develop and achieve annual targets for fund raising collaborating with the Partnership and Programme Development and Child Sponsorship Unit. (c) Enhancing contract management and credibility with development partners to uphold the reputation and standing of AAB and ActionAid International in managing development and humanitarian aid projects. (d) Strengthening the relationship with AAB supporters through effective supporter services and marketing efforts.

Additionally, s/he will proactively identify new and unconventional sources of funding from multiple donor groups.

S/he will also focus on building the capacity of team members to develop and manage partnerships, oversee the development and implementation of fundraising, communications, and strategy operational plans, as well as effectively manage child sponsorship.

**Key responsibilities include (not limited to):**

***Job Responsibility 1: Secure and maintain funding from institutional, private sector, trust and foundation, and individual donors for AAB's Country Strategy Paper (CSP):***

- Provide strategic guidance to formulate and establish resource mobilisation strategy based on programme priorities and partnership.
- Conduct detailed analysis based on current trends and donor priorities to effectively pursue sustainable fundraising opportunities.
- Ensure timely and accurate tracking and reporting of the programme and partnership development pipeline, including analysis of results and performance against targets.
- Ensure competitive bidding by considering donor requirements as well as the quality, innovation, scalability, and value for money aspects of AAB's programmes.
- Collaborate with the Programme, Policy, and Campaigns (PPC) teams to maximise the utilisation of expertise, experience, track record, and geographical presence.
- Pursue new opportunities in partnership with similar peer organisations by preparing and submitting high-quality and innovative proposals.
- Lead the development, implementation, and upkeep of essential business development processes, tools, information management systems, and technical skills of the staff.

***Job Responsibility 2: Ensure effective contract management and enhance credibility with development partners to maintain the strong track record and reputation of AAB and AAI in managing development and humanitarian projects:***

- Provide leadership in developing project operational plans and implementation strategies. Assist the Senior Leadership Team (SLT) in monitoring progress against programme performance indicators.
- Support Programme, Finance, MEAL, and Operations teams to ensure credible contract management, in compliance with the policies of donors, government entities, AAB, and AAI.
- Collaborate with the Programmes and Influencing, and the Business Development and Innovation units of ActionAid International in the Global Secretariat, Regional Offices, and Funding Affiliates for effectively oversee of contract management. This will include ensuring programme quality, accurate reporting, and fostering a culture of continuous learning.
- Facilitate the integration of a Contract Management System organisation wide as a fundamental business process, leveraging digital transformation for improved knowledge and information management.

***Job Responsibility 3: Enhance the relationship with ActionAid supporters through efficient supporter servicing and localized supporter marketing:***

- Assist in coordinating and fostering constructive collaboration between the Local Rights Programme (LRP) of AAB and local partnerships, ensuring alignment across both restricted and unrestricted funding portfolios.
- Support the formulation and implementation of strategic interventions focused on child rights, addressing critical issues of violations to transform the community/society.
- Supervise the management of child sponsorship and supporter servicing processes, adhering to the requirements set by ActionAid International and Funding Affiliates to ensure high supporter retention rates.
- Collaborate in the development of creative and innovative fundraising communication content, and identify effective channels for engaging and acquiring donors, both locally and internationally.

#### ***Job Responsibility 4: Engaging with donors and building partnerships:***

- Collaborate with the SLT and Country Director to identify and facilitate opportunities for establishing relationships with key donors, technical experts, and strategic partners. This involves engaging in networking activities and advocating for the vision and mission of AAB.
- Provide guidance to the Programme Policy and Campaigns team on leveraging strategic partnerships and engaging with stakeholders and platforms in relevant sectors. This aims to position ActionAid effectively within the development landscape.
- Foster a culture of fundraising innovation across the organisation by promoting capacity building initiatives, facilitating idea sharing and exchange, nurturing internal and external networks, and enhancing the skills necessary to achieve resource mobilisation goals.
- Identify and cultivate relationships with the respective program officers and desk officers of donor agencies. This includes maintaining regular communication and staying informed about their priorities and funding opportunities.

#### ***Job Responsibility 5: Building a cohesive team and providing strategic leadership:***

- Championing the organizational vision, mission, and values among all team members. Manifest inspirational leadership and serve as a role model for best practices. Work to promote a culture of performance, accountability, collaboration, and innovation.
- Monitoring the performance of the team, which includes the Programme and Partnership Development units, as well as the Child Sponsorship unit, against the predetermined Key Performance Indicators.
- Offering technical expertise, strategic guidance, and leadership support as an integral member of the Senior Leadership Team.

## **Relationships**

The incumbent in this position will directly report to the Country Director/Executive Director of ActionAid Bangladesh. S/he will be responsible for fostering productive relationships with colleagues, the broader programme team, and project teams. Additionally, s/he will provide supervision to the unit managers, namely the Manager - Programme and Partnership Development, Manager - Philanthropy and Private Sector Partnerships, Manager - Child Sponsorship, and Manager - Programme and Partnership Development (Rohingya Response Programme). It is crucial for the individual to possess effective coordination skills across various teams and units, both in terms of programmatic and functional aspects.

As the Head of Partnerships & Resource Mobilisation, the individual will be accountable for managing strategic relationships with external stakeholders, including funding agencies and other relevant entities.

## **Required Educational Qualifications and Experiences**

### **Education**

- Master's degree in social sciences, humanities, development studies, human rights, political science, business administration or other relevant discipline or relevant experience.

### **Experience**

- Minimum of five years' experience in mid and senior programme funding and resource mobilisation capacity in the development sector
- Prior experience as head of a funding and resource mobilisation department in the sector or similar industry.

- Programmatic knowledge, understanding and experience on any of the following themes: humanitarian, Disaster Risk Reduction, resilience and climate justice, women's rights and gender equity, youth empowerment, and child protection and development.
- Knowledge of human rights-based approach (HRBA).
- Understanding of feminist leadership principles

## **Technical Competencies**

- Strategic planning and management expertise and skills
- Analytical and critical thinking.
- Knowledge and comprehension of public policy creation, policy research, policy analysis, and policy advocacy.
- Experience of developing successful proposals and/or tender bids to major donors such as EU, UK FCDO, GAC, Australia DFAT, SIDA, DANIDA, UN and other institutional donors.
- Experience of developing successful proposals to private sector donors, trust and foundations and HNWI / philanthropists.
- In-depth understanding of logical framework as a tool to develop theory of change and intervention logic.
- Excellent interpersonal, communication and negotiation skills to work effectively in a multi-cultural environment, often at a distance.
- Ability to prioritize own workload and work with minimal supervision.
- Ability to lead multiple units and complex team structures.
- Must have the ability to lead the team to achieve organisation's objectives.

## **Generic Competencies**

### ***Leadership:***

The individual should possess exceptional leadership skills. S/he should be inspiring and able to motivate the team to achieve outstanding results. S/he should be able demonstrate strategic thinking and decision-making abilities, enabling them to develop and implement long-term plans that align with the organisation's goals. Her/his effective leadership in managing change and fosters a culture of adaptability. The individual should possess excellent communication (both written and verbal) and people skills to enable her/him to build and maintain strong relationships with stakeholders.

### ***Networking:***

The individual should excel in networking, establishing and nurturing relationships with high-level stakeholders. S/he should have the ability to represent the organisation at prestigious government and private sector events, leveraging these connections to identify strategic partnership opportunities. Her/his guidance and mentorship on effective networking strategies contribute to the organisation's growth and success.

### ***Problem Solving:***

S/he should have mastery in critical thinking skills, this individual analyses complex issues and presents innovative solutions. S/he has a keen ability to identify and prioritise organisational problems, providing guidance and mentorship to teams on effective problem-solving strategies. Her/his strategic leadership in addressing challenges ensures the organisation's continued success.

***Decision Quality:***

The individual implements decision-making processes that reflect the organisation's goals and values. S/he carefully considers the long-term implications, weighing potential risks and benefits. His/her reliance on data and evidence informs decision-making, and they regularly evaluate the effectiveness of these processes to drive continuous improvement.

***Resource Management:***

The individual demonstrates strong resource management skills, addressing gaps and issues proactively. S/he implements initiative with high potential for organisational pay-off, considering the long-term consequences of resource allocation. S/he identifies gaps that hinder the organisation's effectiveness and ensure that budget management, information sharing, and knowledge sharing are integrated into all programmes and processes. S/he will take prompt action based on audit, evaluation, and project team performance information.

***Talent Management:***

The individual prioritises the development of talent within the organisation. S/he ensures that resources and time are dedicated to fostering employee growth. S/he promotes equitable access to development opportunities for all employees and provides tools, assignments, mentoring, and coaching relationships to support their development. Additionally, s/he proactively plans and develops successors for each role within the team, ensuring continuity and sustainability.

***Feminist Leadership:***

The individual serves as a catalyst for promoting feminist leadership principles and practices throughout the organisation. S/he leads the development and implementation of gender-responsive policies and practices, actively advocating for gender equality and women's empowerment in external networks and partnerships. By modelling feminist leadership behaviours and mentoring others, s/he inspire a culture of inclusion and diversity within the organisation.

**Application instructions**

**Only those who meet the above requirements are requested to apply** following these instructions:

- The last date of application is **Sunday, July 16, 2023.**
- Please **[Click Here](#)** to submit your application.

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**ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location, and religion. Any personal persuasion/phone call will result in disqualification of candidature.**

**ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.**

**N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from a job applicant should be regarded as fraudulent.**