actionaid Job Description and Person Specification

Job Title:	Partnerships & Business Development Coordinator		
Department:	Business Development	**Job Family:**	Manager
Reports to:	Country Director	**Grade:**	
Location:	Kampala, Uganda		
Matrix Reports:	None		
CRB / Police Check:	NA: ☐ Standard: ☐ Enhanced: ☐		
Direct Reports:	Sponsorship Officer		

Job Role	
Role Overview:	The Partnerships and Business Development Coordinator is a senior management position reporting to the Country Director. The position holder is expected to grow institutional income, from pre-positioning through proposal development to inception workshop delivery, building strategic alliances, and securing resources to fund the organization's Country Strategic Plan (CSP VI). The role also coordinates the planning and coordinating sponsorship activities between AAU and funding affiliates to maintain international supporter links to resource strategic commitments in line with the fundraising strategy.

Accountabilities		
Key Accountabilities / Responsibilities:	**Key Activities**	
Strategic development and operationalization of the Fundraising Strategy	• Participates in the development of a comprehensive and coherent fundraising strategy for AAIU consistent with the objectives of CSP VI. • Sets and achieve realistic time bound fundraising targets, agreed in consultation with Program and Fundraising Manager CMT • Creates a sustainable and diverse fundraising portfolio with funding streams including individuals, major gifts, corporate, community, events, trusts/foundations and other grant makers with appropriate priorities • Builds a portfolio of donors and a regular calendar of donor visits for strategic engagements • Participates in regular negotiations with potential donor organisations to build and strengthen relationships. • Support project proposals development, in collaboration with members • Monitor grant implementation to ensure compliance with donor requirements and contract management • Participate in implementation and monitoring of the fundraising strategy	
Capacity building	• Promote the country's understanding and adoption of priority policies and systems such as cost recovery, contract management, and related grant management best practices. • Facilitate strengthening of fundraising and grant management skills at country level through developing fundraising, inception and grant management training modules, guidelines and tools and staff mentoring and coaching schemes • Support the use by staff/partners of relevant information systems and tools for sharing donor intelligence, policies, and guidelines.	

Knowledge Management, Communication and Learning	• Establish and coordinate effective internal and external communication mechanisms to share funding opportunities, facilitate peer learning and exchange of skills and best practices, and promote consistency and alignment in fundraising approaches across AAIU and the wider Fundraising Community of Practice. • Keep abreast of the funding and grant management trends and rules, eligibility criteria, compliance issues and regulations, proactively share these insights across the AAIU and wider funding community and provide ad-hoc technical advice on these as requested. • Contribute to the contract management system processes and other institutional funding priorities and projects as a subject matter expert. • Gathering and disseminate intelligence on funding opportunities, best practices, and donor trends to help AAIU understand their implications for decision making. • Persuasively articulating institutional funding messages to staff and partners at regional forums and platforms on raising funds locally	
Resource Mobilisation & Partnerships	• Lead the development and implementation of resource mobilisation strategies. • Provide Strategic Leadership in proposal and concept note development, ensuring quality, innovation, and compliance. • Monitor proposal pipelines, success rates, and funding risks, and report to the Country Director and CMT. • Build and maintain relationships with donors, negotiate donor and partner contracts, consortium partners, and like-minded organizations, and identify new fund managers for possible engagement for fundraising. • Monitor grant implementation, donor compliance, fund flow, and financial accountability. • Identify, research, and diversify funding opportunities from institutional, philanthropic, and strategic donors. • Organise and coordinate international donor visits to Uganda and sharing information with respective teams, partners and other stakeholders. • Ensure alignment between programme priorities and fundraising initiatives. • Lead partnership strategy development and implementation in line with organizational policies. • Build and manage strategic alliances with CSOs, NGOs, government institutions, and donors. • Facilitate partner capacity strengthening, particularly in programme quality, impact and resource mobilisation.	
Values and practice	• Foster and promote ActionAid's approach to overcoming Sexual Harassment, Exploitation, and Abuse (SHEA) and other Safeguarding concerns (including child abuse and abuse of adults at-risk) in policies, practices, programming, stakeholder engagement etc. • Feminist Leadership –As a member of the Country Management Team (CMT), champion feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power) as outlined in the top ten basics. • Leading Innovation and Change – Contribute to a culture of excellence in respect to a team that values experimentation and continuous improvement	
Person Specification		

Education & Certifications	• A Bachelor's Degree in Development Studies, Business Administration, Mass Communication or any other related discipline from a recognised institution • A postgraduate Diploma in Monitoring and Evaluation, Project Planning, Resource Mobilization etc
Technical Competencies	• Strong technical knowledge of donor funding proposals and use of logical models like logical framework analysis • Sound knowledge of institutional and government donors and funding policies • Broad knowledge of the development and social justice sectors with the ability to relate AAIU's theory of change and mission strategy objectives to donor priorities
Experience	• A minimum of six (6)years of similar work experience three of these should have been at coordination level in a reputable organisation. • Experience of no less than three years implementing and/or coordinating resource mobilisation and Child Sponsorship programmes • Previous experience working with community transformative Programmes • Demonstrated experience in writing and winning funding proposals
Essential Knowledge	• Focused and goal-driven, with the ability to triage competing priorities effectively and distinguish the important from the urgent, in order to stay on track with agreed goals and targets. • Excellent stakeholder management and influencing skills. • Ability to "manage up" effectively in a matrix management context through accountable, transparent, and proactive communication and feedback. • Good research and analytical skills with ability to bring different strands of information together and determine their relevance for the organization. • Numeracy and good financial skills.
Essential Skills	• Ability to work independently and be self-motivated. • Ability to think strategically, to delegate where appropriate, to prioritise competing demands, to influence a peer group. • Able to demonstrate excellent communication skills. Fluent spoken and written English • Strong and effective communication and stakeholder management skills, with proven ability to negotiate and influence. • Strong analytical and management skills, with track record in management and motivation of staff • Feminist leadership skills and attributes, including self-awareness, a positive growth mindset, ambitious drive for collective results, excellent teamwork skills, and strong commitment to dismantling bias and promoting equity and inclusion.

Competency Profile		
Leading organisation	**Strategic perspective**	Demonstrate alignment of the Organisation's strategic priorities and goals.
	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.
Le	**Leading Teams**	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationship	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).

	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 AA's values.
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities.