

act:onaid Job Description and Person Specification

Job Title:	Head - Resource Generation (RG)	Effective date:	January 2022
Department:	Resource Generation	Job Family:	Fundraising and Sponsorship
Reports to:	Executive Director (ED)	Grade:	8
Location:	Country Office, Kathmandu, Nepal		
Direct Reports:	Fundraising Manager; Sponsorship Manager		
Job Role			
Role Overview:	<p>This position is overall accountable to manage ActionAid International Nepal (AAIN) Child Sponsorship unit working closely with Programme Policy and other departments, partners, etc. Working closely with Executive Director (ED) and cross-functional teams, this position has a key responsibility of proactively generating additional resources other than sponsorship to fund AAIN's ambitious programme and organisational development priorities. S/he will have annual fundraising target agreed with the Senior Management Team and will spearhead various fundraising initiatives.</p> <p>S/he is also responsible to maintain donor relations and ensure supporter relations are well-maintained. S/he will explore, initiate, and build relations for in-country fundraising.</p> <p>As a senior management team (SMT) member, this position is also responsible to lead or contribute in the following institutional priorities as per the requirements of AA Nepal:</p> <ul style="list-style-type: none"> • Human right based approach (HRBA) • Feminist Leadership • Safeguarding against Sexual Harassment, Exploitation and Abuse (SHEA) (including Child Safeguarding) • Safety and Security Behavioural Change Approach (BCA) 		
Organisational representation	<ul style="list-style-type: none"> • This position works as part of AAIN Senior Management Team (SMT) to ensure that there is effective coordination of all activities in support of organisational objectives. • Responsible to lead/support on various organisational corporate responsibility activities beyond Fundraising/Sponsorship such as governance processes, campaigns, events etc. 		
Strategy development	<ul style="list-style-type: none"> • Responsible for preparation/revision (as needed) of Resource Generation Strategy and functionalize to secure resources in organisation in line with AA Nepal's policy and programmatic focus 		
Organisational systems and compliance	<ul style="list-style-type: none"> • This position works with ED to bring about any changes that might be required to enhance Resource Generation • This position implements all necessary policies and procedures to ensure that correct procedures are followed by staff under supervision 		
Governance	<ul style="list-style-type: none"> • This position supports ED on governance matters as and when required. 		

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Accountabilities	
Key Accountabilities / Responsibilities	Key Activities
Budgeting and planning	<ul style="list-style-type: none"> Accountable for Resource Generation budget and plans (annual, quarterly etc.) to ensure that the control of expenditure and the disbursement of resources in Resource Generation are in accordance with the established procedures.
Monitoring	<ul style="list-style-type: none"> Ensure the timely and successful completion of Resource Generation work plan to ensure that the function attains its objectives as cost-effectively and efficiently as possible.
Reporting	<ul style="list-style-type: none"> Guide team members on the development of Resource Generation reports to ensure those are in accordance with the requirement of the Organisation, donors, and other relevant stakeholders.
Staff management	<ul style="list-style-type: none"> Ensure an enabling environment for staff performance, recognition and reward of Resource Generation team to encourage staff productivity, innovation and performance Participate in the review of staff job descriptions and setting of performance standards Assign performance objectives to supervised staff, conduct comprehensive performance appraisal of supervised staff and provides / obtains feedback when necessary Provide induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively Work with HR Function to identify training needs and development opportunities for supervised staff
Capacity development	<ul style="list-style-type: none"> Take a lead role in developing resource generation capacity of staff and partners
Finance management	<ul style="list-style-type: none"> Control of expenditure and the disbursement of resources of the budget in Resource Generation department to ensure the compliance with financial policy
Strategically manage all resource generation activities that reflect AA Nepal's policy and programmatic focus	<ul style="list-style-type: none"> Create an enabling fundraising culture and conduct relevant fundraising capacity and capability building activities across AAIN and partners Have an annual fundraising target as agreed with Executive Director and SMT. This position's key performance indicator will be the actual value of fund raised by the end of the year vs. target. Identify potential funding opportunities in the market, and manage the application process (in country and international) in coordination with

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	<p>concerned departments and through donor scoping</p> <ul style="list-style-type: none"> • Work closely with Programme team (among others) to develop innovative fundraising ideas and acquire individual/institutional donors to fund those ideas • Maintain communication and build networks with potential and current donor organisations • Ensure that the Contract Management System (CMS) and other RG trackers are up to date and have correct data/information • Strengthen and ensure sponsorship work processes
<p>Establish and facilitate the effective and sustainable integration of fundraising initiatives into the relevant departments within AA Nepal</p>	<ul style="list-style-type: none"> • Ensure with concerned department and staffs to develop donor proposals, fund-raising publications, wider internal and external communications, donor influencing and dissemination initiatives • Actively guide and take initiatives to implement programme led funding opportunities among the departments and units across AA Nepal and its partners • Play a proactive role in facilitating debate on, and sharing experiences of, existing and emerging issues in related to resource generation opportunities at national and international level • Actively work with teams to consolidate learning, from unsuccessful project proposals, and from programmes, findings from research, campaigns and advocacy works • Strategic guidance to team to establish pro-active fundraising mechanism in the organisation • Maintain strong relation with Finance unit to meet fundraising targets and maintain financial sustainability
<p>Establish, maintain and oversee all the necessary and relevant external communications related to donor (Institutional and High value) and Funding Affiliates</p>	<ul style="list-style-type: none"> • Establish and facilitate sustaining of linkages with media, bilateral and multilateral agencies, CSOs, networks and alliances, movements, Institutions • Establish an organisation system for effective communications and showcase among donors and Funding Affiliates in coordination with Organisational Impact and Communication department • Work with relevant Thematic Specialists and programme team to identify and establish linkages and communications with wider internal and external stakeholders to increase relations and establish significant space for AA Nepal in ecosystem.
<p>Manage Annual Planning and Budgeting of Resource Generation Department and ensure smooth functioning of department</p>	<ul style="list-style-type: none"> • Be responsible for AA Nepal planning, budgeting of department, and reporting against the progress • Be responsible for quarterly performance plan and its accomplishment effectively and efficiently.

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<p>Take a lead to broaden knowledge of RG and programme team to initiate programme led funding opportunities</p>	<ul style="list-style-type: none"> • Be responsible for building capacity of RG Department, programme team, partner staffs to understand programme led funding, proposal writing in coordination with HROD and concerned department • Establish a culture of innovation in organisation for resource generation opportunities from donors, FA that supports programme effectiveness and sustainability.
Typical People Management Responsibility	
Approximate number of people managed in total	2
Matrix Manager – (projects/dotted line)	1 (Grants & Compliance Specialist)
Team Leader	Yes
Manager of Team Leaders/Managers	Yes (Manages Unit Heads)
What is the global remit? Operates in:	
Own country	Yes
Geographic Region	No
Multiple Geographic Regions	No
Remit covers all ActionAid countries	No
Financial (limits/mandates)	Limits
Direct departmental budget:	Yes
Organisation-wide expenditure	No
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
To all AA Nepal Departments and other offices of AAI when required; Funding Affiliates	Networks, alliances, CSOs, local partners, Donor Organisations, Research and Academic Institutions, Corporate sectors
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> • Master’s degree in social science or its equivalent from a recognized University
Essential Experience	<ul style="list-style-type: none"> • At least seven years of work experience in a related field in a similar organisation • Demonstrable experience of raising funds for organisations like AAIN through innovative fundraising campaigns, products, and ideas. • Substantial experience of leading and succeeding on the entire national/international donor call proposals process of at least an individual value of USD 2-3 million. • Very good experience of managing people and teams. • Experience of working in a multi-cultural environment • Desirable- experience of managing child sponsorship activities
Essential Knowledge	<ul style="list-style-type: none"> • Good understanding of national/international donors’ requirement and

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	<ul style="list-style-type: none"> grants and compliance management • Thorough understanding of development and human right issues in the country • Sound knowledge of the political, social, economic and historic environment in which ActionAid's poverty alleviation programmes are operating at both national and community levels • Sound and up to date knowledge of development concepts, methodologies and techniques • Donor contract management
Language proficiency	<ul style="list-style-type: none"> • Excellent communication skills (reading, writing, listening and speaking) in both English and Nepali
Essential skills	<ul style="list-style-type: none"> • Leadership and supervision • Strategic thinking • Excellent interpersonal skills including listening, communication, coordination, collaboration and influencing • Creative and innovative • Problem solving • Presentation, communication and negotiation • Proposal and report writing • People management • Networking and public relations • Proficiency in MS Office Package and Contract Management System (CMS)
Personality trait	<ul style="list-style-type: none"> • Persistent • Organized • Analytical • Collaborative • Diplomatic • Conflict management

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organisational needs.

It is part of every staff member's responsibility to contribute to AA Nepal's mission and comply with AA Nepal's values, which are: *Mutual respect, Equity and justice, Integrity, Solidarity with the people living in poverty and exclusion, Courage of conviction, Independence, Humility.*

It is part of every staff member's responsibility to contribute to AA Nepal's principles, strategies, policies, and procedures on *Feminist Leadership, safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation and Abuse [PSEA]), and Safety & Security.*

VACANCY ANNOUNCEMENT

ActionAid is a global justice federation working in over 45 countries to achieve social justice, gender equality and poverty eradication. **ActionAid International Nepal (AIN)** is a member of the federation, working for human rights, anti-poverty and gender equality.

AIN is seeking competent, committed and result-oriented candidates for the position of **Head – Resource Generation**. He/she is responsible to lead, manage, coordinate and monitor programme development, fundraising, sponsorship management and donor communication effectively. S/he will provide strategic guidance on Fundraising and Sponsorship in order to enable and ensure smooth functioning and resource generation for AIN. S/he is also responsible to maintain donor relations and ensure supporter relations are well-maintained. S/he will explore, initiate, and build relations for international as well as in-country fundraising.

*Interested candidates are requested to get the detailed **Job Description with person specification and Application Form** from our website at <https://nepal.actionaid.org/jobs>. The application deadline is on 15th December 2021.*

AIN is an equal opportunity employer. All applicants will be considered for employment without attention to their ethnicity, religion, sex, sexual orientation, gender identity, HIV status, and disability status. Women and people from ethnic minorities are strongly encouraged to apply.

AIN promotes its principles, strategies, policies, and procedures on Feminist Leadership, safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation and Abuse [PSEA]), and Safety & Security and all applicants must adhere to AIN's key policies and procedures.