### Job Title:
**Fundraising Corporates, Foundation and Institutional Partnership Lead**

### Unit
Fundraising

### Job Family:
Corporates, Foundations, and Institutional Partnership

### Reports to:
Country Director

### Location:
South Africa

### Direct Reports:
None

### Job Role

#### Role Overview:
The job holder shall be responsible for the design and implementation of fundraising strategies, policies, and activities aimed at generation of adequate resources for delivery of the Country Strategy Paper and support to strengthening corporate, foundations, and Institutional partnership sector to an agreed annual target. This will include securing charity support, sponsorship of conferences and events, and products and general donations. The job holder will work with the AASA CD to develop a framework around new business, and ultimately, grow corporate, foundations, and Institutional partnership income by building on existing relationships and creating new opportunities. The role holder will proactively cultivate and approach new high-level trust prospects. We are seeking a great relationship-builder, keen to be out meeting with existing and prospective corporate, foundations, and Institutional partnership through collaborative approaches. The post holder shall deepen relationships with institutional donors; oversee Corporates, Trust and Foundations and facilitate linkages between local, country program and international fundraising teams in the GS and Funding Affiliates to deliver on strategic objectives of resource generation and donor relations.

### Accountabilities

#### Key Accountabilities / Responsibilities:

<table>
<thead>
<tr>
<th>Values Practice &amp; Strategy Change Priorities</th>
<th>Key Activities</th>
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<tbody>
<tr>
<td>• Leading Innovation and Change - Establish a culture of excellence in respective to a team that values experimentation and continuous improvement</td>
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<tr>
<td>• Feminist Leadership – Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</td>
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<tr>
<td>• Child protection and safeguarding – Embed AASA and sector’s approach to child protection and Safeguarding is embedded in all initiatives holistically</td>
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<tr>
<td>• AASA Values Practice – Ensure a personal and team culture that demonstrates all of AAI’s Values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with people Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility</td>
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#### Organisational and Corporate Development

• Contribute to the development and achievement of the AAI’s strategic objectives including Country Strategy development.
• Keep the other members of the AASA informed on LRP and Partner programme implementation
• Ensure compliance & stay current with international, regional, and local legal requirements in the programme respective areas

#### Development and delivery of the AAIK’s Corporates fundraising Framework

• Develop and manage delivery of the corporate, foundations and Institutional partnership strategies, policies, and procedures in line with the changing donor trends to inform overall resource mobilization strategies
• Create a comprehensive corporate, trusts and foundations partnership delivery plan including fundraising calendar, communications plan, KPIs and reporting schedule and partnership key messaging.
• Develop and execute Corporates, trust and foundations fundraising framework to contribute to the annual funding gap.
### Job Description and Person Specification

**Relationship building, partnership and networking**
- Work closely with funding affiliates to mobilize funds from MNCs, trusts and foundations as well as negotiate with current donors for possible project scale-ups and extension.
- Engagement with funding affiliates to develop strategic approaches for implementation of the AASA Corporate Engagement Strategy.
- Build relationship with existing corporates and identify new project ideas for possible fundraising.
- Collaborate with partner organizations to raise funds from corporate, foundations and Institutional partnership locally and across boarders.

**Proposal development and submission for increase funding from Corporates, Trusts and Foundations**
- Guide development of a corporate engagement strategy for AASA’s corporate engagement and screening.
- Provide leadership in the development and submission of concept notes containing the core values and principles of the organisation to new and existing corporates, trusts and foundations to increase support for AASA.
- Host events targeting corporates and their foundations to influence funding in favor of AASA.
- Research and disseminate appropriate calls for proposals to corporates, trusts and foundations on relevant strategic objectives priority area.
- Coordinate proposal development process to corporate, foundations and Institutional partnership and review for compliance and coherence with internal policies and procedures, contribution of all the relevant staff and partners as well as donor requirements for timely submission and successful funding by a variety of donors.
- Deliver professional solicitation proposals and undertake presentations at senior level meetings leading to development and writing of funding proposals, applications and reports to corporate, foundations and Institutional partnership.

**Communication and collaborations**
- Develop key messages for increased visibility of the AAIK Brand among corporates in collaboration with the Senior Communications Officer.
- Work closely with the programmes and strategy team to design a funding framework for generate content, mapping opportunities, following up on engagements, among other approaches.
- Collaborate with the MEAL team to develop KPIs for monitoring Corporates, trusts and foundations fundraising achievements and propose actions for improvement.
- Liaise with programmes and policy units to strengthen programme visibility to donors through field visits and immersions to show case innovative projects, arranging presentations, invitations to campaigns and other programme events.

**People Management, Mentoring and Development**
- Support recruitment of relevant staff (where need be) and ensure availability of and provide.
- Organize capacity development programmes for AAIK and partner staff on effective fundraising from corporate, trust and foundations.
- Provide performance indicators for measurable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations; coaching, mentoring and other development opportunities with regards to corporates, trusts and foundations fundraising.

**Other Duties**
- Participate actively in Fundraising Team meetings’ planning and review.
- Actively participate in key relevant internal meetings as required.
- Monthly and Quarterly reports to be submitted timely.
- Participate in donor visit to project(s) within AASA, as required.

- Incorporate feasible innovations into AASA’s corporates fundraising to increase the proportion from corporates in the funding mix.
- Liaise with Finance to institutionalize corporate funding budget making process budgets that incorporate sufficient cost recoveries for general costs.
- Deliver planned corporate, trusts and foundations partnership activity, events, communication and reporting in a timely and professional fashion, always aiming to exceed expectations and targets.
### Job Description and Person Specification

- Perform other functions that will be assigned by the Line Manager or Executive Director from time to time.

#### Typical People Management Responsibility

<table>
<thead>
<tr>
<th>Approximate number of people managed in total</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matrix Manager – (projects/dotted line)</td>
<td>No</td>
</tr>
<tr>
<td>Team Leader</td>
<td>No</td>
</tr>
<tr>
<td>Manager of Team Leaders/Managers</td>
<td>No</td>
</tr>
</tbody>
</table>

#### What is the global remit? Operates in:

| Own country | Yes |

#### Key Relationships to reach solutions

<table>
<thead>
<tr>
<th>Internal (to ActionAid or team)</th>
<th>Internal and External</th>
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<tbody>
<tr>
<td>Country Senior Management Team</td>
<td>No</td>
</tr>
<tr>
<td>Peer</td>
<td>Fundraising Managers and project staff</td>
</tr>
<tr>
<td>GS staff</td>
<td>RMI</td>
</tr>
<tr>
<td>Executive Director</td>
<td>Yes</td>
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#### Person Specification

| Education & Certifications | A bachelor’s degree in social sciences, policy development or its equivalent from a recognized University  
Member of a relevant professional body |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience                  | Appointment to the position will be made from persons who have:  
- Above Four years minimum working experience is essential  
- At least 3 years’ experience in corporate fundraising is essential  
- Experience in corporate, foundations and Institutional partnership fundraising is essential  
- Experience in donor relationship management is essential |
| Essential knowledge and skills |  
- Excellent negotiation and communication skills, including demonstrated ability to handle sensitive negotiations on matters affecting AASA staff, partners and communities.  
- Ability to maintain donor relationship and accountability in line with funding policies and standards.  
- Strong leadership and management skills  
- Excellent planning and prioritization skills  
- Strong analytical/problem solving, and management of crisis, conflict, and risk  
- A strong commitment to embedding feminist leadership, resilience building and AASA’s humanitarian signature.  
- A good understanding of human rights, women’s rights, social mobilization, socio-economic justice  
- A strong commitment to adhering to and promoting AASA’s approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk).  
- Excellent conceptual, analytical, documentation and presentation skills  
- Excellent skills in facilitation and capacity building for inter-linkages amongst staff, partners & stakeholders  
- High degree of integrity, dependability, and confidentiality  
- Good interpersonal and communication skills coupled with ability to influence, negotiate, advice, mentor, and train  
- Ability to work independently and be self-motivated |
<table>
<thead>
<tr>
<th>Desirable Knowledge and Experience</th>
<th>• Fundraising from local and global donors for multi-year projects is preferable</th>
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| Competency Profile                                                                 |
|-----------------------------------|--------------------------------------------------------------------------------|
| **Strategic perspective**         | Demonstrate alignment of the Organisation's strategic priorities and goals to fundraising processes |
| **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. |
| **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 with Purpose and Credibility** | Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values |
| **Innovation and Taking Initiative** | Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities |

Applications (CV and Motivation) must be submitted via email to: fundcomms.jhb@actionaid.org and cc to Manoharan.wilson@actionaid.org