Job Title: Fundraising Business Development Associate

Unit: Fundraising


Reports to: Country Director

Grade: 

Location: South Africa

Direct Reports: None

Job Role

Role Overview:
The Business Development Associate will assist the organization's overall grant acquisition and donor scoping strategy, as well as lead the development of local and international grants and the execution of the resource mobilization strategy in country, to support the implementation of the Country strategic plan. The role holder is tasked with developing a fundraising action plan or road map that demonstrates activities aimed at enhancing corporate, foundation, and institutional relationships in order to meet an agreed-upon annual goal. On a proactive basis, the position holder will nurture and explore new high-level trust opportunities.

The ideal applicant should have a track record of success in the South African market and be eager to employ collaborative techniques to establish partnerships with current and new corporate, foundation, and institutional partners. The post holder will strengthen partnerships with country program and international fundraising teams in the AA-GS and Funding Affiliates in order to meet strategic resource generation and donor relations goals.

Accountabilities

<table>
<thead>
<tr>
<th>Key Accountabilities / Responsibilities</th>
<th>Key Activities</th>
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</table>
| Values Practice & Strategy Change Priorities | • Leading Innovation and Change - Establish a culture of excellence in respective to a team that values experimentation and continuous improvement  
• Feminist Leadership – Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)  
• Child protection and safeguarding – Embed AASA and sector’s approach to child protection and Safeguarding is embedded in all initiatives holistically  
• 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 |
| Organisational and Corporate Development | • Contribute to the development and achievement of the AAI’s strategic objectives including Country Strategy development.  
• Update the CMS (customer management system) and 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 AASAs Corporates fundraising Framework | • Develop a thorough acquisition strategy that includes a P&P, trusts, or foundations partnership delivery plan, as well as a fundraising calendar, communications plan, KPIs and reporting schedule, and partnership key message  
• Identify and develop partnership with CSR consultants to build a corporate funding pipeline.  
• Develop and execute P&P, trust and foundations fundraising framework to contribute to the annual funding gap and Incorporate feasible innovations into AASA’s  
• Liaise with Finance to institutionalize funding budget making process budgets that incorporate sufficient cost recoveries for general costs |
**Job Description and Person Specification**

| Relationship building, partnership and networking | • Deliver planned P&P, trusts and foundations partnership activity, events, communication and reporting in a timely and professional fashion, always aiming to exceed expectations and targets  
• Work closely with funding affiliates, CSR consultants or agencies, to mobilize grants from different sources, as well as negotiate with current donors for possible project scale-ups and extension.  
• Engagement with funding affiliates to develop strategic based on best practice and develop AASA Corporate or P&P Engagement Strategy based on those learning.  
• Build relationship partnership with local corporates and identify potential areas that AASA could expend. |
| --- | --- |
| Proposal development and submission for increase funding from Corporates, Trusts and Foundations | • Adopt and develop guideline to screen donors before engaging.  
• Lead and coordinate in the developing and submission of concept notes containing the core values and principles of the organisation to new or existing donors.  
• Identify program/project events that donors can be invited, which can also targetting new corporates or P&P donors.  
• Research and disseminate appropriate calls for proposals to relevant strategic objectives priority areas.  
• Coordinate proposal development process with consultants, project staff and donors. In addition 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 | • 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 adopt policy 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 AASA and partner staff to improve fundraising capacity.  
• 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  
• Participate actively in Fundraising Team meetings’ planning and review.  
• CMS & Go/No GO documents to be up to date.  
• 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.  
• Perform other functions that will be assigned by the Line Manager or Executive Director from time to time. |
| Other Duties |  |
| Typical People Management Responsibility |  |
| **Approximate number of people managed in total** | **None** |
| **Matrix Manager – (projects/dotted line)** | **Yes** |
| **Team Leader** | **No** |
| **Manager of Team Leaders/Managers** | **No** |

What is the global remit? Operates in:
### Job Description and Person Specification

**Own country** | Yes
---|---

### Key Relationships to reach solutions

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<tr>
<th>Relation</th>
<th>Type</th>
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<tbody>
<tr>
<td>Internal (to ActionAid or team)</td>
<td>Internal and External</td>
</tr>
<tr>
<td>Country Senior Management Team</td>
<td>No</td>
</tr>
<tr>
<td>Peer</td>
<td>Fundraising Managers and project staff</td>
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<tr>
<td>GS staff</td>
<td>RMI</td>
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<tr>
<td>Executive Director</td>
<td>Yes</td>
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</tbody>
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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 P&P or Institutional fundraising is essential
  - Experience in P&P or corporate, 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

#### Desirable Knowledge and Experience
- Fundraising from local and global donors for multi-year projects is preferable

### Competency Profile

<table>
<thead>
<tr>
<th>Leading organisation</th>
<th>Competency</th>
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<tbody>
<tr>
<td>Strategic perspective</td>
<td>Demonstrate alignment of the Organisation’s strategic priorities and goals to fundraising processes</td>
</tr>
<tr>
<td>Change management</td>
<td>Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening, and building commitment.</td>
</tr>
<tr>
<td>Decisiveness and Agility</td>
<td>Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment.</td>
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</table>
# Job Description and Person Specification

<table>
<thead>
<tr>
<th>Leading others</th>
<th>Leading Teams</th>
<th>Attracts, motivates, and develops high performing teams.</th>
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</thead>
<tbody>
<tr>
<td>Building Collaborative Relationship</td>
<td>Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).</td>
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<tr>
<td>Communication</td>
<td>Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.</td>
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<tr>
<td>Leading with Purpose and Credibility</td>
<td>Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI’s values</td>
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<tr>
<td>Innovation and Taking Initiative</td>
<td>Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities</td>
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<tr>
<td>Contact</td>
<td>Applications (CV and Motivation) must be submitted via email to: <a href="mailto:phillip.mokoena@actionaid.org">phillip.mokoena@actionaid.org</a> and cc <a href="mailto:Manoharan.wilson@actionaid.org">Manoharan.wilson@actionaid.org</a></td>
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