

# act:onaïd Job Description and Person Specification

<b>Job Title:</b>	<b>Fundraising (FR) Officer</b>	<b>Effective date</b>	March 2022
<b>Department:</b>	Resource Generation (RG)	<b>Job Family:</b>	Fundraising
<b>Reports to:</b>	Fundraising Manager	<b>Grade:</b>	Five (5)
<b>Location:</b>	Country Office, Kathmandu		
<b>Direct Reports:</b>	None		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>Fundraising Officer contributes to the overall fundraising strategy, processes, and systems specifically leading the management of internal fundraising intelligence and database (such as Contract Management System, CMS), supporting in the donor 'call for proposal' process, and assisting in ensuring robust grants management within the Organisation. This role collaborates with Programme, Impacts, Communication and Finance teams while supporting in the grant management cycle. S/He shall proactively contribute to explore new funding opportunities and assist in ensuring statutory reporting requirements of donors.</p> <p>This position is responsible to lead or contribute to the following institutional priorities as per the requirements of AAIN:</p> <ul style="list-style-type: none"> <li>• Human right based approach (HRBA)</li> <li>• Feminist Leadership</li> <li>• Sexual Harassment, Exploitation and Abuse (SHEA) &amp; Safeguarding (including Child Safeguarding)</li> <li>• Behavioural change approach (BCA)</li> <li>• Safety and Security</li> </ul>		
<b>Organizational representation</b>	Represent AAIN in various Fundraising related network and alliance meeting, knowledge sharing and learning forums as required.		
<b>Strategy development</b>	Participate in the development of Resource Generation Strategy and provide positive inputs and critical comments for the formulation/update of AAIN's strategy, policies, and procedures.		
<b>System Compliance</b>	Responsible to adhere/ Comply with approved organizational policies and procedures.		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities</b>	<b>Key Activities</b>		
<b>Budgeting and planning</b>	<ul style="list-style-type: none"> <li>• Contribute to the development, review and consolidation of fundraising plans and budgets including annual fundraising target.</li> <li>• Contribute to prepare fundraising annual plan and budget in conjunction with Local Right Programme (LRPs), districts, and sectors in alignment with the AAIN's strategy to secure grants.</li> <li>• Prepare quarterly performance plan (QPP) of Fundraising unit in line with the annual plan and budget.</li> <li>• Support internal finance team in contribute to developing project budget working closely with other partners and consortium</li> </ul>		
<b>Monitoring</b>	<ul style="list-style-type: none"> <li>• Support Impact Assessment team for various project assessments and due diligence process as required.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Support in monitoring the progress of FR unit's quarterly plan and share updates within the team.</li> <li>• Ensure monitoring process on donor visits are well captured, documented and in place for future reference.</li> <li>• Monitor and track progress of field operations and grants, and regularly update information in the opportunity tracking system.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Prepare Fundraising unit's annual report, quarterly performance report, project report to ensure they are accordance with the requirement of AAIN's fundraising strategy and donor compliance.</li> <li>• Keep up to date information and data and provide analyses when required for the continuous improvement of AAIN's strategic objective.</li> <li>• Track all donor reporting schedule in line with the reporting compliances and communicate to Programme team on a timely basis.</li> <li>• Ensure that all the reports from project team/project focal person and collected on time and ensure it is consistent with the proposal submitted to the donor.</li> </ul>
<b>Communication and effective door services</b>	<ul style="list-style-type: none"> <li>• Contribute and support effective communication for AAIN's visibility, profile building, networking, and alliance building.</li> <li>• Draft key messages for increased visibility of the AAIN brand among donors in collaboration with Communications unit.</li> <li>• Provide support to prepare donor communication materials in coordination with Communication unit for visibility and branding of AAIN works among donors.</li> <li>• Prepare and update donor pack based on donor requirements.</li> <li>• Coordinate and assist FR and relevant teams for donor visits</li> <li>• Work closely with Programmes and Impact teams to strengthen programme visibility to donors through field visits and immersions to showcase innovative projects, arrange presentations, invitations to campaigns and other programme events</li> </ul>
<b>Capacity development</b>	<ul style="list-style-type: none"> <li>• Support in conducting Fundraising, grant acquisition and business development focused trainings for staff, partners, and other stakeholders as required &amp; develop / update training modules on a regular basis</li> <li>• Support capacity assessment and support to develop various fundraising outputs in the form of strategic documents.</li> </ul>
<b>Proposal Development and collaboration</b>	<ul style="list-style-type: none"> <li>• Lead proposal development process for country based bilateral grants, high value calls and review compliance and coherence with donor/internal policies and procedures</li> <li>• Initiate the proactive fundraising initiatives by developing the innovative ideas and concept notes</li> <li>• Contribute to organize the fundraising events and pitch the innovative ideas and concept notes to groups of donors</li> <li>• Support in designing funding framework in collaboration with Programmes and other teams to generate content, mapping opportunities, following up on engagements, among other approach.</li> <li>• Support in organising donor events targeting institutional donors, corporates, and foundations to influence funding in favour of AAIN.</li> </ul>
<b>Knowledge management</b>	<ul style="list-style-type: none"> <li>• Lead the proper documentation and record keeping of FR data, information, and documents, both online and offline</li> <li>• Ensure all strategic documents are carefully understood recorded, reported, and properly stored.</li> </ul>

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	<ul style="list-style-type: none"> <li>Identify and update the major tracking tools and support to upgrade based on the donor mapping process.</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>Any other tasks as requested by line manager</li> </ul>
Typical People Management Responsibility	
<i>Approximate number of people managed in total</i>	<b>No</b>
<i>Matrix Manager – (projects/dotted line)</i>	<b>No</b>
<i>Team Leader</i>	<b>No</b>
<i>Grandfather- manager of Team Leaders/Managers</i>	<b>No</b>
What is the global remit? Operates in:	
<i>Own country</i>	<b>Yes</b>
<i>Geographic Region</i>	<b>No</b>
<i>Multiple Geographic Regions</i>	<b>No</b>
<i>Remit covers all ActionAid countries</i>	<b>No</b>
<i>Financial (limits/mandates)</i>	<b>Limits</b>
<i>Direct departmental budget:</i>	<b>No</b>
<i>Organization-wide expenditure</i>	<b>No</b>
Key Relationships to reach solutions	
<b>Internal (to ActionAid or team)</b>	<b>External</b>
Finance and Administration Department, Programmes and policy department, HROD Department, Organization Impact and Communication Department, ED office, affiliates countries	Donor community and organizations, alliance partners, consortium partners, local partners, alliance and Networks
Person Specification	
<b>Education &amp; Experience</b>	<ul style="list-style-type: none"> <li>Bachelor's Degree or equivalent with three years of relevant experience.</li> <li>Experience of working with I/NGOs with good experience of drafting concept notes.</li> <li>Good understanding of Core Humanitarian Standards, Sphere Standards, and understanding of Humanitarian Signature of ActionAid is preferred</li> </ul>
<b>Essential Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of national/international donors' requirement and ability to build strong relationship both internally and externally.</li> <li>Ability to work independently, when required.</li> <li>Experience in managing Internal digital database management system.</li> </ul>
<b>Language proficiency</b>	<ul style="list-style-type: none"> <li>Excellent communication skills (reading, writing, listening, and speaking) in both Nepali and English.</li> </ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>Excellent presentation, training/meeting facilitation and report writing skills.</li> <li>Good networking, communication, and public relations skills.</li> <li>Ability to meet deadlines and engage in multiple priorities.</li> <li>Excellent MS Office (including MS Word, Excel, PowerPoint, Outlook) skills with proficient typing skills both in Nepali and English.</li> </ul>
<b>Personality trait</b>	<ul style="list-style-type: none"> <li>Cause Motivated</li> <li>Collaborative</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Organized</li><li>• Persistent</li><li>• Positive attitude</li></ul> |
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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.*