

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	Fundraising Coordinator	<b>Effective date</b>	01 January 2019
<b>Department:</b>	Resource Generation	<b>Job Family:</b>	Fundraising
<b>Reports to:</b>	Resource Generation Manager	<b>Grade:</b>	6
<b>Location:</b>	Country Office, Kathmandu		
<b>Direct Reports:</b>	Associate Fundraising Officer		
<b>Job Role</b>			
<b>Role Overview:</b>	Contribute to explore new funding sources (international and in-country), handle statutory reporting requirements of institutional development partners and other donors, and find appropriate projects within or outside the working area of AAIN and ensure the fund is best managed and maintain good liaison with the funding countries, donors (High value and Institutional)		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities</b>	<b>Key Activities</b>		
<b>Organizational Representation</b>	<ul style="list-style-type: none"> <li>This position represents ActionAid to attend various fundraising network and alliance meeting, knowledge sharing and learning forums, document and share feedback with the team</li> </ul>		
<b>Strategy development</b>	<ul style="list-style-type: none"> <li>This position participates on the development and provide positive inputs and critical comments for the formulation/update of AAIN's resource generation strategies</li> </ul>		
<b>Organizational Systems</b>	<ul style="list-style-type: none"> <li>This position implements all necessary policies and procedures to ensure that correct procedures are followed by in the area of fundraising</li> <li>This position is responsible to adhere/ Comply with approved organisational policies and procedures</li> </ul>		
<b>Budgeting and planning</b>	<ul style="list-style-type: none"> <li>Make plan of project activities in accordance with the guideline of donors, handover to program team after MOU done, monitor the progress and make follow up to Resource Generation department/ Programme staff</li> <li>Support the preparation of the Annual Planning and Budgeting for the department and keep record of progress and report accordingly as AAIN statutory requirement</li> <li>Ensure that the fundraising targets planned in Strategy Implementation Framework are planned and accomplished</li> </ul>		
<b>Monitoring</b>	<ul style="list-style-type: none"> <li>Ensure individual monthly work plans and progress reports are submitted to line manager regularly</li> <li>Follow up on the projects in LRPs and Resource Centres based on contract management</li> </ul>		

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<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Prepare the resource generation reports to ensure that it meets the requirement of AAI, AAIN and donor standards</li> <li>• Ensure that all the reports from LRP and projects are consistent with the MOU done with the donor</li> <li>• Ensure timely dispatch of proposals and reports</li> </ul>
<b>Staff management</b>	<ul style="list-style-type: none"> <li>• Ensure that performance records of staff under supervision are submitted to HROD department on time</li> <li>• Work with HROD department to identify training needs and development opportunities for supervised staff</li> <li>• Lead and facilitate reporting staff to achieve its mandated targets in accordance to annual plans</li> <li>• Line Manage the reporting staff</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• As mandated by AAIN Financial Policies</li> </ul>
<b>Capacity development</b>	<ul style="list-style-type: none"> <li>• Conduct capacity building initiatives on the Fundraising strategy, processes and priorities for staff and partners to enhance the capacity in the area of communications</li> <li>• Initiate for building capacity of program staffs to understand program led funding, proposal writing in coordination with HROD and concerned department</li> <li>• Support Resource Centres to build capacity of partners in program led funding proposals</li> </ul>
<b>Resource Generation Initiatives</b>	<ul style="list-style-type: none"> <li>• Support Resource Generation Manager in potential donor scoping for in country funding opportunities especially and manage the application process in coordination with concerned department and units</li> <li>• Assist Resource Generation Manager to identify the projects and explore program led funding opportunities</li> <li>• Initiate to identify, coordinate and organize meetings among the potential consortium partners/organisation as relevant theme/sector for development of Concept Notes/proposals as per the donor's call</li> <li>• Study and share the requirements of the donor's calls</li> <li>• Ensure the donor's requirement on the project reports and documents</li> <li>• Maintain database information of potential partners at national and international level (CSOs, donors, Research and Academic based Institution, network and alliances</li> <li>• Responsible for the contract management system and donor scoping initiatives</li> <li>• Prepare donor communication materials at AAIN level for donor influencing and dissemination</li> </ul>

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	<ul style="list-style-type: none"> <li>• Liaise with Fundraising Affiliates, Donors (institutional and high value) for international funding opportunities</li> <li>• Coordinate with different department and units for development of Concept Notes/proposals</li> <li>• Organise meetings and coordinate with different department/ units for development of Concept Notes/proposals</li> </ul>
<b>Donor services</b>	<ul style="list-style-type: none"> <li>• Ensure that all the queries of donors, FA are dealt within 1 week of receipt</li> <li>• Manage, co-ordinate the visits from donor and FA</li> <li>• Ensure that the LRP and project documents (case stories/change stories, video bytes, summary reports) are shared and widely distributed among the donors and FA in coordination with Organizational Impact and Communication Department</li> </ul>
<b>Broaden Programme Knowledge</b>	<ul style="list-style-type: none"> <li>• Visit LRPs and Resource Centres and understand the achievement and need of program as and when required</li> <li>• Liaise with LRPs and Resource Centres for donor's visit and to enhance success of donor visits</li> <li>• Liaise with LRPs and Resource Centres to develop the possible projects and programmes need</li> </ul>

## Typical People Management Responsibility

<b>Approximate number of people managed in total</b>	<b>1</b>
<b>Matrix Manager – (projects/dotted line)</b>	<b>No</b>
<b>Team Leader</b>	<b>No</b>
<b>Grandfather- manager of Team Leaders/Managers</b>	<b>No</b>

## What is the global remit? Operates in:

<b>Own country</b>	<b>Yes</b>
<b>Geographic Region</b>	<b>No</b>
<b>Multiple Geographic Regions</b>	<b>No</b>
<b>Remit covers all ActionAid countries</b>	<b>No</b>
<b>Financial (limits/mandates)</b>	<b>Limits</b>
<b>Direct departmental budget:</b>	<b>Yes</b>
<b>Organization-wide expenditure</b>	<b>No</b>

## Key Relationships to reach solutions

<b>Internal (to ActionAid or team)</b>	<b>External</b>
To all AAIN Departments and Resource Centres	Nepal based donors, Companies, Alliance Partners, Local Partners and region/s and Donor Organizations

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Person Specification	
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>• Master’s degree in Management/ Marketing or its equivalent from a recognized University</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 -7 years of work experience in related field in similar organization</li> <li>• 3-4-year work experience in similar role</li> <li>• Experience of working in international organization</li> <li>• Experience of working in multi-cultural environment</li> </ul>
<b>Language proficiency</b>	<ul style="list-style-type: none"> <li>• Advanced English: Have substantial experience with public speaking and business writing for at least 2 years</li> <li>• Fluency in spoken and written local language is essential</li> </ul>
<b>Personality trait</b>	<ul style="list-style-type: none"> <li>• Experimenting (creative thinking)</li> </ul>
<b>Organizational Structure (to be inserted)</b>	

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 organizational needs.

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