

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	Resource Generation (RG) Manager	<b>Effective date</b>	January 2021
<b>Department:</b>	Resource Generation	<b>Job Family:</b>	Fundraising/Sponsorship
<b>Reports to:</b>	Executive Director (ED)	<b>Grade:</b>	
<b>Location:</b>	Country Office, Kathmandu, Nepal		
<b>Direct Reports:</b>	Fundraising Coordinator; Sponsorship Coordinator		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>This position is responsible to effectively lead, manage, coordinate and monitor programme development, fundraising, sponsorship management and donor communication. S/he will provide strategic guidance on Fundraising and Sponsorship and in the organisation to enable and ensure smooth functioning and resource generation for AA NEPAL.</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>		
<b>Organisational representation</b>	<ul style="list-style-type: none"> <li>• This position works as part of the country senior management team (SMT) to ensure that there is effective coordination of all activities in support of organisation objectives.</li> <li>• Also responsible to lead/support on various organisational corporate responsibility activities beyond Fundraising/Sponsorship such as governance processes, campaigns, events etc.</li> </ul>		
<b>Strategy development</b>	<ul style="list-style-type: none"> <li>• This position reviews, develops the strategy in Resource Generation at country level and ensure the implementation of the strategic objectives assigned in Resource Generation</li> </ul>		
<b>Organisational systems and compliance</b>	<ul style="list-style-type: none"> <li>• This position recommends to the ED any changes that might be required to improve in Resource Generation area of responsibilities</li> <li>• This position implements all necessary policies and procedures to ensure that correct procedures are followed by staff under supervision</li> </ul>		
<b>Governance (only applicable for Associate and Affiliate)</b>	<ul style="list-style-type: none"> <li>• This position provides periodic input and advice at board meetings on matters in Resource Generation (as and when requested/ instructed) by the board</li> </ul>		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities</b>	<b>Key Activities</b>		
<b>Budgeting and planning</b>	<ul style="list-style-type: none"> <li>• Develop and prepare budget and Resource Generation planning to ensure that the control of expenditure and the disbursement of resources in Resource Generation in accordance with the established procedures.</li> </ul>		

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<b>Monitoring</b>	<ul style="list-style-type: none"> <li>Develop, monitor, review and update the Resource Generation activity work plan to ensure that the function attains its objectives as cost-effectively and efficiently as possible.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Provide inputs in the development of Resource Generation report to ensure it is in accordance with the requirement.</li> </ul>
<b>Staff management</b>	<ul style="list-style-type: none"> <li>Ensure an enabling environment for staff performance, recognition and reward of Resource Generation team in charge to encourage staff productivity, innovation and performance</li> <li>Participate in the review of staff job descriptions and setting of performance standards</li> <li>Assigns performance objectives to supervised staff, conducts comprehensive performance appraisal of supervised staff and provides / obtains feedback when necessary</li> <li>Provides induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively</li> <li>Works with HR Function to identify training needs and development opportunities for supervised staff</li> </ul>
<b>Capacity development</b>	<ul style="list-style-type: none"> <li>Conduct capacity assessment to guide capacity plan around Resource Generation.</li> </ul>
<b>Finance management</b>	<ul style="list-style-type: none"> <li>Control of expenditure and the disbursement of resources of the budget in Resource Generation department to ensure the compliance with financial policy</li> </ul>
<b>Strategically manage all resource generation activities that reflect AA NEPAL's policy and programmatic focus</b>	<ul style="list-style-type: none"> <li>Lead for the potential funding opportunities and manage the application process (in country and international) in coordination with concerned departments and through donor scoping</li> <li>Maintain communication and build networks with potential and current donor organisations</li> <li>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</li> <li>Strategic lead to team for a tracking database system of all projects, contract management system</li> <li>Create an enabling fundraising culture and relevant fundraising capacity and capability across AA NEPAL and its partners.</li> <li>Strengthen and ensure sponsorship work processes</li> </ul>
<b>Establish and facilitate the effective and sustainable integration of</b>	<ul style="list-style-type: none"> <li>Ensure with concerned department and staffs to develop donor proposals, fund-raising publications, wider internal and external communications, donor influencing and dissemination initiatives</li> </ul>

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<p><b>fundraising initiatives into the relevant departments within AA Nepal</b></p>	<ul style="list-style-type: none"> <li>• Actively guide and take initiatives to implement programme led funding opportunities among the departments and units across AA NEPAL and its partners</li> <li>• 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</li> <li>• Actively work with teams to consolidate learning, from unsuccessful project proposals, and from programmes, findings from research, campaigns and advocacy works</li> <li>• Strategic guidance to team to establish pro-active fundraising mechanism in the organisation</li> <li>• Maintain strong relation with Finance unit to meet fundraising targets and maintain financial sustainability</li> </ul>
<p><b>Establish, maintain and oversee all the necessary and relevant external communications related to donor (Institutional and High value) and Funding Affiliates</b></p>	<ul style="list-style-type: none"> <li>• Establish and facilitate sustaining of linkages with media, bilateral and multilateral agencies, CSOs, networks and alliances, movements, Institutions</li> <li>• Establish an organisation system for effective communications and showcase among donors and Funding Affiliates in coordination with Organisational Impact and Communication department</li> <li>• Work with relevant Thematic Coordinator 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.</li> </ul>
<p><b>Manage Annual Planning and Budgeting of Resource Generation Department and ensure smooth functioning of department</b></p>	<ul style="list-style-type: none"> <li>• Be responsible for AA NEPAL planning, budgeting of department, and reporting against the progress</li> <li>• Be responsible for quarterly performance plan and its accomplishment effectively and efficiently.</li> </ul>
<p><b>Take a lead to broaden knowledge of RG and programme team to initiate programme led funding opportunities</b></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Establish a culture of innovation in organisation for resource generation opportunities from donors, FA that supports programme effectiveness and sustainability.</li> </ul>
<p><b>Typical People Management Responsibility</b></p>	
<p><i>Approximate number of people managed in total</i></p>	<p><b>2</b></p>
<p><i>Matrix Manager – (projects/dotted line)</i></p>	<p><b>1 (Grants &amp; Compliance Coordinator)</b></p>
<p><i>Team Leader</i></p>	<p><b>Yes</b></p>

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<i>Manager of Team Leaders/Managers</i>	Yes (Manages Unit Heads)
<b>What is the global remit? Operates in:</b>	
<i>Own country</i>	Yes
<i>Geographic Region</i>	No
<i>Multiple Geographic Regions</i>	No
<i>Remit covers all ActionAid countries</i>	No
<i>Financial (limits/mandates)</i>	Limits
<i>Direct departmental budget:</i>	Yes
<i>Organisation-wide expenditure</i>	No
<b>Key Relationships to reach solutions</b>	
<i>Internal (to ActionAid or team)</i>	<i>External</i>
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
<b>Person Specification</b>	
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>• Master's degree in social science 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 organisation</li> <li>• 5-7 year work experience in a similar role</li> <li>• Experience of working in a multi-cultural environment</li> <li>• Experience of working on budget and resource generation management</li> </ul>
<b>Essential Knowledge</b>	<ul style="list-style-type: none"> <li>• Good understanding of donors' requirement and grants and compliance management</li> <li>• Thorough understanding of development and human right issues in the country</li> <li>• Sound knowledge in the political, social, economic and historic environment in which ActionAid's poverty alleviation programmes are operating at both national and community levels</li> <li>• Sound and up to date knowledge of development concepts, methodologies and techniques</li> <li>• Donor contract management</li> </ul>
<b>Language proficiency</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills (reading, writing, listening and speaking) in both English and Nepali</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>• Leadership and supervision</li> <li>• Strategic thinking</li> <li>• Excellent interpersonal skills including listening, communication, coordination, collaboration and influencing</li> <li>• Creative and innovative</li> <li>• Problem solving</li> <li>• Presentation, communication and negotiation</li> <li>• Proposal and report writing</li> </ul>

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	<ul style="list-style-type: none"><li>• People management</li><li>• Networking and public relations</li><li>• Proficiency in MS Office Package and Contract Management System (CMS)</li></ul>
<b>Personality trait</b>	<ul style="list-style-type: none"><li>• Persistent</li><li>• Organized</li><li>• Analytical</li><li>• Collaborative</li><li>• Diplomatic</li><li>• Conflict management</li></ul>

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.*