

ActionAid Bangladesh is looking for suitable candidates for the following position:

Manager – Philanthropy & Private Sector Partnerships (Re-Announcement)

(Those who have applied before, need not apply again)

Department	:	Resource Mobilisation
Unit	:	Programme & Partnership Development (PPD)
Location of posting	:	Dhaka
Types of contract	:	Contractual
Contract Duration	:	02 (Two) Years
Number of position	:	1 (One)
Salary and benefits	:	Competitive Salary package will be offered to the deserving candidate with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, etc, as per HROD Policy.

Job Summary:

ActionAid Bangladesh Programme and Partnership Development Unit within the Resource Mobilisation department is an ambitious team covering institutional government/non-government, trust and foundation, private sector and individual giving/philanthropy partnerships harnessing collaborative working relationships to help realise our broader mission of social justices that defines our human rights-based approach.

The team develops long-term, multi-channel partnerships which help to achieve strategic goals across fundraising, advocacy and programmes. The role of Manager – Philanthropy & Private Sector Partnerships is to drive project design and innovation and identify, engage, and secure new philanthropy (individual giving/regular giving), trust and foundation and private sector funding partnerships across core programmatic priority areas, child sponsorship and special projects/initiatives. The post-holder will work closely with the Head of Fundraising to deliver the fundraising strategy and action plan.

Other key relationships will be with the Manager – Program & Partnership Development (Institutional), Manager – Child Sponsorship, Lead – Programme & Partnership Development (Humanitarian), Head of Programme, Policy & Campaign (PPC), Strategic Priority (SP) Managers, ActionAid International Business Development Unit (BDU) and funding affiliates within ActionAid federation alongside whom you will develop proposals and manage grants, technical experts, who will help imbed the ActionAid approach into partnerships, and fundraisers from country offices, with whom you will hold a direct relationship to facilitate cross-border prospecting, engagement and partnership-working.

Key responsibilities include (not limited to):

Donor engagement and fundraising strategy

- Lead the implementation of Philanthropy & Private Sector (PPS) local fundraising strategy, action plan, and programme funding cycle for PPS acquisition and management.
- Identify new prospects and develop the pipeline for Women Rights & Gender Equality, Young People, Climate Justice & Resilience, Right to Just & Democratic Governance, and Humanitarian priority areas.
- Work alongside colleagues in proposal development, Go/No analysis, due diligence screening and technical support to problem analysis, logical framework development, risk assessment, stakeholder analysis and develop proposals.
- With the Head of Fundraising, identify opportunities to increase the reputation and brand image of ActionAid Bangladesh as a leading NGO partner across civil society, business, and sustainability forums.
- Work with PPC and Communications teams to develop AAB positioning content, capacity statements and other materials, and develop a communication plan to increase donor retention and acquisition rate.
- Support the identification of areas where ActionAid Bangladesh could make innovative contributions to partner with corporate actors in development, across programming, advocacy, and brand.
- Raise awareness of AAB's mission, vision, and values to inspire prospective corporate partners to engage with and support international development, campaign, and humanitarian work, through proactive and extensive networking, and communicating AAB's work persuasively.

Operational Management

- Lead on the day-to-day relationship management of AAB's fundraising partnerships with corporates, individual donors, trusts and foundations and in grant management with colleagues in relevant departments/functions.
- Maintain up to date records of all communications with philanthropy and private sector partners. This includes maintaining a smart and comprehensive database of supporters and potential donors based on donor mapping.
- Working with PPC, Operations, MEAL and Finance colleagues to prepare contracts, ensure timely reporting and maintain donor communication.
- Participate in monitoring of project performance to ensure aid effectiveness, quality, and enhanced accountability.
- Ensure regular update of ActionAid CMS with new and ongoing projects; develop grant, project and delivery pages and ensure all processes are completed for Funding Source Code requests as and when required.

Teamwork

- Work with the Head of Fundraising, Child Sponsorship and PPD teams to ensure that AAB's CD, SLT and senior managers understand and are appropriately involved with philanthropy and private sector engagement work.
- Manage the performance of PPS team and ensure that there is sufficient capacity and optimum support extended in achieving AAB's CSP and fundraising targets contributing to the annual and wider planning process and to represent the team at internal meetings, briefings, external events, and conferences.

- Proactively engage with the performance management system and take responsibility for seeking appropriate capacity development opportunities including attending relevant organisational and external training courses.
- Achieve positive transformational change in all aspects of fundraising to support the AAB strategies.

Relationships

S/he will report to Head of Fundraising of ActionAid Bangladesh. S/he has to maintain functional relationship with his/her peers in the team, strategic and organisational priority team and project management team.

Required Educational Qualification and Experiences

Education

- Minimum Master's degree in social sciences, international relations/affairs, development studies, humanities, human rights, political science or other relevant discipline or relevant experience.

Experience

- Minimum of 6 years' experience with an NGO in a senior programme funding and partnership development position(s).
- Capacity building experience including training and skills development on fundraising desirable.

Required Competencies

- Experience of developing successful proposals and/or tender bids to private corporations, trusts and foundations, high net worth individuals (HNWI) and fundraising campaign.
- In-depth understanding of logical framework, theory of change, budgeting, reporting and evaluation.
- Working thematic expertise on any of the following themes: women's rights and gender equality, humanitarian response, disaster risk reduction, resilience, governance, youth development, policy and campaigns
- Command a deep personal understanding of corporate strategies – both commercial and CSR – to develop stronger relationships and alignment with the organisation and cultivate partnership opportunities.
- Excellent interpersonal, communication and negotiation skills to work effectively in a multi-cultural environment.
- Excellent English language skills (written, reading, and spoken).
- Excellent writing, reasoning, and analytical skills
- Ability to prioritize own workload and work with minimal supervision.
- Ability to lead complex proposal development teams.
- Knowledge of Human Rights Based Approach (HRBA)

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- The last date of application is **08 December 2021 (Wednesday)**.
- Please [Click Here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.