

ActionAid Bangladesh (AAB) is looking for suitable candidates for the following position:

Manager – Institutional & High Value Funding

Unit	:	Partnership & Programme Development (PPD)
Department	:	Resource Mobilisation
Location of posting	:	Dhaka
Types of contract	:	Fixed Term Contract, initially up to 31 December 2028
Number of positions	:	1 (One)
Salary and benefits	:	A competitive salary package will be offered to the deserving candidate with other admissible benefits such as a festival bonus, provident fund, gratuity, medical and group life insurance, etc., as per HROD Policy.

Job Summary:

ActionAid Bangladesh is looking for a dynamic Manager – Institutional & High Value Funding to join our Programme and Partnership Development (PPD) team and help power the next chapter of our fundraising growth.

Reporting to and working closely with the Head of Innovation & Resource Mobilisation, you will be at the forefront of securing vital funding from bilateral and multilateral agencies, trusts, and foundations — pursuing both solicited and unsolicited opportunities to help meet the organisation's annual fundraising targets. Beyond business development, you will take ownership of a portfolio of institutional donor-funded projects, serving as the focal point for grants and contract management while ensuring full compliance with donor requirements.

This role offers the opportunity to represent ActionAid Bangladesh with confidence and credibility before funding affiliates and donors, to build and lead a high-performing team, and to strengthen the organisation's external profile through sustainable, long-term partnerships. If you thrive on turning relationships into resources and ambition into impact, this is your opportunity to make a meaningful difference.

Key responsibilities include:

Fundraising and Proposal Development: (35% Time)

- Lead the proposal development process following the Standard Operating Procedure (SOP) including capture planning and ensure involvement of key partners and stakeholders. Manage a team and develop their capacity to effectively support the programme team to develop quality proposals and submit meeting the deadlines.

- Lead design workshops/ solutioning exercise effectively, capturing the key essence of ActionAid's approaches and unique propositions both as a lead applicant / co-applicant in consortia.
- Regularly gather donor intelligence, identify solicited and unsolicited funding leads and strategic partnership opportunities, scan for competitive funding opportunities, and recommend appropriate engagement and pursuit strategies.
- Manage consultants and implementing partners involved in the process of programme design, innovation and proposal development ensuring balance between competitiveness (value for money) and cost recovery priorities.
- Assist programme, MEAL and support functions to carry out needs assessments, logical framework development, and budgeting as per ActionAid Bangladesh and donor priorities.

New Business Development: (20% Time)

- Develop and nurture strategic relationships with development partners, donors, foundations, and peer NGOs to expand collaboration opportunities beyond active funding calls, and facilitate the negotiation and execution of MoUs, teaming agreements, and consortium agreements.
- Share critical insights on the donor funding landscape, including trend analysis, assessing donor priorities and generate donor-specific engagement strategies.
- Contribute to the organizational profile development, (presentations/information pack/case stories/impact stories) to highlight AAB's experience to current and potential donors, fundraising campaigns and events as required to showcase the organisation and its work to the external audience. Ensure fundraising standard operating procedures are followed, including Go/ No Go assessments, due diligence checks and screenings.

Contract Management: (25% Time)

- Manage the post-award lifecycle of live projects, coordinating project handover from the proposal development stage, facilitating the transfer of approved proposals and donor guidelines to implementation teams, hosting inception workshop,
- Coordinate donor feedback loops and participate in performance assessment, programme, process and financial audit missions to monitor project implementation and ensure compliance.
- Support project teams to develop quality reports; review, edit and submit reports ensuring donor requirements are met and all reports submitted to the donor are of 'good' quality and are meeting the reporting deadline. Maintain and manage donor communication through the donor focal points.
- Participate in monitoring missions to oversee programme quality, performance against expected results and analyse risks and offer mitigation measures to project and support units.

Management Information System: (10% Time)

- Curate and manage the process of information management of the unit's core functions including proposal pipeline, call calendar, Go/No Go decisions, due diligence, dashboard, fundraising performance reports for the PPD unit, International Secretariat, AAB Senior Leadership Team and CPD CoP.
- Convening the Core Programme Development Community of Practice (CoP) bi-monthly meetings and identify capacity building opportunities for colleagues engaged in fundraising across the organization.
- Maintain a process to keep the Contract Management System and Resource Mobilisation Dashboard updated with information and mainstream the process across the programme and function team. Develop the capacity of the end-users and manage collaboration with the approvers. Support the CMS management team and the Super Users.

Team building and People Management: (10% Time)

- Coordination and collaboration with Head of IRM, central resource mobilization team and Rohingya Response Programme team on partnership and programme development support, strategic decision-making engagement, donor communication and capacity building.
- Actively contribute in PPD unit's workplan management, capacity building and ensure individual workplans of the unit.
- Monitoring team performance and advice area of improvement.
- Create an enabling environment for team members to uphold AAB's mission & vision. Mentoring and coaching of direct reports.
- Promote feminist leadership values and principles across all areas of work and engagement.

Relationships

S/he will report to Head of Innovation & Resource Mobilisation of ActionAid Bangladesh. S/he has to maintain functional relationships with his/her peers in the team, strategic and organisational priority team and project management teams. S/he will also maintain liaison and networking with ActionAid International / Federation and other Country Programmes etc.

Required Educational Qualification and Experiences

Education

- Minimum master's degree in social sciences, humanities, development studies, human rights, political science or other relevant discipline or relevant experience.
- Training in fundraising, monitoring and evaluation, impact investment, human-rights based approach, leadership, safeguarding, programme innovation etc. is desirable.

Experience

- Minimum of five years' experience with an INGO / NGO in a mid-senior level programme funding position(s) involving proposal development, donor relationship management and reporting.

Required Functional Competencies

- Experience of developing successful proposals and/or tender bids to institutional donors, trust and foundations as well as soliciting bilateral partnerships.
- In-depth understanding of programme design principles, logical frameworks as a tool to develop the theory of change and intervention logic.
- Excellent interpersonal, communication and negotiation skills to work effectively in a multicultural environment, often at a distance.
- Ability to prioritise own workload and work with minimal supervision.
- Must have the ability to lead a small unit to achieve organisation's objectives.

Required Core Competencies

- **Leadership:** *The ideal candidate should have a strong understanding of the organisation's goals and objectives, possess strong leadership and communication skills, be able to think strategically and make decisions, and have the ability to develop and implement plans to achieve organisational goals. These skills are essential for contributing to the success of the organisation and driving its mission forward.*

- **Emotional Intelligence:** *The ideal candidate should possess strong emotional intelligence, including advanced skills in recognising and regulating emotions, responding to others' emotions, and building effective relationships and teams.*
- **Communication:** *The ideal candidate should have strong communication skills, be able to collaborate effectively with internal and external stakeholders and possess strong project management skills. These skills are essential for delivering effective presentations and reports, building strong relationships, and successfully developing and implementing project plans.*
- **Networking:** *The ideal candidate should have strong networking skills, be able to represent the organisation effectively, identify potential partnerships, and mentor team members on networking best practices.*
- **Problem-solving:** *The ideal candidate should have strong problem-solving skills, be able to identify and prioritise problems, work with others to develop solutions, and mentor team members on effective problem-solving techniques.*
- **Learning Agility:** *The ideal candidate should seek feedback and adapt behaviour, manage complex projects, pursue learning opportunities, and encourage others to learn and adapt to new technologies.*
- **Decision Quality:** *The ideal candidate should make informed decisions, consider alternative options, and be accountable for the quality and impact of their decisions.*
- **Action Oriented:** *The ideal candidate should surpass expectations, consider various factors for planning, take on new responsibilities, and rarely give up.*
- **Resource and Budget Management:** *The person in this position will anticipate risks, controls resources and assets, assign roles, and optimises utilisation.*
- **Talent Management:** *Develop team members' skills and abilities through career planning dialogues, goal-setting, and ongoing training. Encourages learning culture.*
- **Feminist Leadership:** *Promotes feminist leadership principles and gender-responsive policies, and mentors staff to apply these approaches in their work.*

Application instructions

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

- The last date of application is **04 August 2026**.
- 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.