

ActionAid UK

Job Description: Strategic Funding Specialist

About ActionAid UK

ActionAid UK is a member of the [ActionAid Federation](#), an international charity that works with women and girls living in poverty. As part of the ActionAid Federation, we work with women and girls, our partners, and dedicated staff in 43 countries to end violence and fight poverty so that all women, everywhere, can create the future they want.

We are ending violence and fighting poverty so that all women, everywhere, can create the future they want. [Learn about our vision, our mission, our approach](#), and [our impact](#).

What makes ActionAid UK different?

Working for [ActionAid](#) is different to working with other charities. For a start, we've been around since 1973, so we're one of the longest established and best respected charities in the UK. Many of our staff and partners around the world live in the communities in the 45 countries where we work across Africa, Asia and America.

Our approach is all about empowering people to claim their rights. And so, our working relationships in the UK and across the world are based on mutual trust, respect and democracy.

As part of our commitment to women's and girls' rights, we recognise, embody and champion feminist principles not only in our work or what we do but also in the way we work and how we do things. Find out more about [how we practise feminism at work](#).

If you like the sound of that, we can't wait to welcome you on board.

[You can find out more about our mission and what we do in the UK](#)



Job Details:

Operational / External Title:	
Role Title (Internal HR use only): Strategic Funding Specialist	Date of Role Reviewed: Dec 2024
Department & Team: Funding, Philanthropy and Partnerships	Tenure: Part time- Fixed-Term
Band & Range: Band C	Location: London- Hybrid
Reports to: Senior Strategic Funding Specialist	
DBS check required: Yes [DBS Roles]	
Role requires travel to country programmes: Yes/No	
Direct Reports: 0	
Indirect Reports: 0	
Dotted line reports: 0	
Budget Holder No	
Does This role require Travel: No	
Internal Key Contacts: Data Protection, P&P team (especially investment areas / new markets), Philanthropy team in the Global Secretariat as well as heads of programmes and fundraising in implementing country teams; Brand & Stories colleagues, Specialists in International Development and Humanitarian programme teams	
External Key Contacts:	

Purpose Of the Role:

The Purpose of this role will be to work across the Philanthropy and Partnerships (P&P) team to support growth in funding from Trusts and Foundations, Corporate partners and high net worth individuals, for the most strategic areas of ActionAid's work: co-financing projects funded by institutional donors, emergencies, and unrestricted funding. This will be achieved through working with teams across the 45+ countries in which ActionAid works to produce compelling donor communication materials and funding proposals, managing strategic grants, and supporting funding opportunities across the P&P team.

Areas of Activity	Key Accountabilities and Deliverables
Team Working	<ul style="list-style-type: none"> • Engage with and demonstrate commitment to AAUK's mission, vision, values and strategic aims, and 'My Feminist Behaviours' (including adherence to our Code of Conduct). • To undertake any other duties appropriate to the level in accordance to agreed procedures and guidelines. • Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning. •
Write high quality strategic proposals, concept notes and other fundraising materials for major donors, trusts and foundations and corporate donors	<ul style="list-style-type: none"> • Design and produce high quality proposals and concept notes for strategic areas of ActionAid's work, including humanitarian responses • Design and produce compelling cases for support and other fundraising materials covering thematic areas of ActionAid's work to assist in relationship cultivation, particularly for investment areas including new business and corporates • Adapt institutional projects in need of co-financing into compelling concept notes and proposals for philanthropic donors • Produce emergency appeal materials, provide updates on ongoing responses and work on bespoke opportunities as needed • Source and write compelling case studies and human-interest stories, and source images to help engage donors • Ensure all donor communications are produced in line with ActionAid's brand and key messages, and that content is aligned with AAUK's strategy and safeguarding policies and procedures

Areas of Activity	Key Accountabilities and Deliverables
<p>Provide high quality grant management and reporting for strategic grants</p>	<ul style="list-style-type: none"> • Provide grant management for a portfolio of strategic grants including co-financing and emergency projects. This will include grant set-up (creating Memorandum of Understanding documents, checking income allocation, uploading information to the Contract Management System and working closely with implementing country teams) • Ensure programmatic quality by adhering to grant management processes and best practice including working closely with implementing teams, updating the risk register and Contract Management System • Work closely with implementing teams globally to write compelling reports and project updates for high value donors on time and to a high standard • Analyse project budgets and produce donor friendly financial reports on time and to a high standard • Share ad hoc project updates with donor relationship managers (account managers) across the team as needed • Produce annual round ups of ActionAid’s work for philanthropic donors, as well as bi-annual updates on our emergency responses
Areas of Activity	Key Accountabilities and Deliverables
<p>Manage knowledge and systems which drive strategic growth</p>	<ul style="list-style-type: none"> • Develop strong and productive working relationships with key staff across a range of country programmes and with specialists in AAUK and across the federation, to assist in developing coherent and compelling fundraising materials • Ensure donor communications systems and processes are up to date, including team project folders and the Contract Management System • Monitor ActionAid’s social media, websites and other external communications for relevant information for philanthropic donors • Support P&P and key AAUK and AAI colleagues with project information regarding projects in need of funding and provide advice on options to present for funding opportunities • Provide peer support to high value colleagues across the federation in coordination with the global secretariat lead • Contribute to the maintenance of information and knowledge management systems including filing structures on Teams and Microsoft Sway newsletters and ensure that this is accessible for relevant teams

EXPERIENCE, KNOWLEDGE & EXPERTISE

Essential Criteria:

- Commitment to AA's vision, [mission](#) and values, including a commitment to [feminist principles](#), safeguarding, and working in an organisation committed to working for the rights of women and girls.
- Commitment to AA's values of Equality, Diversity & Inclusion and upholding the values of becoming an anti-racist decolonised INGO.
- ActionAid UK is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment.
- Commitment to continually improving your digital skills and knowledge within the working environment.
- Experience in producing high quality, compelling written materials for external audiences displaying a high level of accuracy and attention to detail. This includes writing successful funding proposals and other high value donor communications.
- Excellent written and verbal communication skills, and an ability to translate technical programme information into compelling donor communications for different audiences including major donors, trusts or foundations, or organisations in the private sector.
- Ability to interpret and analyse financial information relating to project budgets, query inaccuracies and present this information in donor friendly way.
- A good understanding of international development programmes, including terminology and language.
- Strong organisational skills, and a proven ability to prioritise and manage a varied workload, take initiative and meet deadlines.
- Strong interpersonal and relationship building skills – ability to communicate well across a range of people both in the UK and internationally.
- Ability to review existing team systems and processes and innovate to improve team efficiency.

Desirable Criteria:

- Experience of living and working in the “Global South”, especially regions where we are funding programmes & projects
- Experience of working within an international development and/or humanitarian relief organisation
- Experience of working with large complex budgets
- Experience of using InDesign

Interview Information:

- Use the [STAR method](#) to plan your answers to interview questions and to show your skills and experience on a CV or within the application form.
- Review our [Feminist Principles](#) before your interview.
- AAUK are a Disability Committed organisation, there will be opportunities to request reasonable adjustments to the recruitment process.
- AAUK share interview questions **30 minutes** in advance to interviews, if your being interviewed remotely these will be emailed. If you are offered an in-person face to face interview, please **arrive 30 minutes in advance** to receive the interview questions.