

Operational / External Title: Head of Strategic Funding and Insight – Maternity cover

Role Title:	Head of Strategic Funding and Insight – Maternity cover
Date of JD Review:	April 2025
Department:	UK Funding
Team:	Strategic Funding and Insight (SFI) part of Philanthropy and Partnerships (P&P)
Tenure:	Full time, Fixed-Term
Band & Range:	Band E, £55,194 - £56,801
Location:	London, Hybrid
Reports to:	Deputy Director of Philanthropy and Partnerships
DBS check required:	Yes [DBS Roles]
Role requires UK travel:	Yes, Some-Donor Events & Meetings
Budget Holder	Yes
Direct Reports:	3
Indirect Reports:	6
Dotted line reports:	1
Does This role require International Travel:	Yes/No
<p>Internal Key Contacts: Data Protection, P&P, Funding, Policy, Advocacy and Influencing - especially International Development Policy and Practice, Humanitarian Policy and Practice ad Research Policy and Practice teams, communications teams, international fundraising colleagues and programmatic experts</p> <p>External Key Contacts: Consultants & programme partners</p>	

Purpose Of the Role:

To contribute to key cross-function (within P&P) strategies and responsibilities which enable significant income growth over the long term for ActionAid from Philanthropy and Partnerships sources. The role will have oversight of the prospect research, due diligence and assurance, proposal development and grant management functions and ensure that P&P is targeting the right fundraising markets and opportunities for growth, that we are fundraising for the most strategic and impactful work, and that we are operating in a streamlined and innovative way.

Main Accountabilities:

Strategic Development

- To lead the strategic development of SFI, ensuring full consideration of audiences (internal and external) to create a strategic plan aligned to the organisational strategy and to enable P&P to pursue ambitious growth targets.
- To understand and incorporate how the role works across AAUK, specifically working across P&P, Funding, Advocacy and Influencing, Innovation and Impact, and with communications teams, international fundraising colleagues and programmatic experts to maximise potential and drive funding to the most strategic areas.
- To develop and manage the SFI expenditure budget including planning, reporting and support with ongoing re-forecasting.
- To play a facilitating role across P&P, comprising Philanthropy, Trusts and Global Markets and Private Sector Partnerships, in order to ensure maximum collaboration, a joined-up approach to donors and increase income across the P&P team.
- To maintain an effective team culture required to take the team to the next level, including an ability to strategically spot the next big opportunity.
- To collaborate and support on prospecting strategies in line with new income growth, e.g., corporate, global markets.

Operational Management

- To provide leadership to the SFI team ensuring they are fully equipped, enabled and supported to develop exceptional partnerships and deliver against targets and organisational priorities.
- To have overall management of workflow into the team – including ensuring effective delegation in line with specialisms within the team
- Develop and implement strategic income policies and processes, ensuring that P&P is generating the right type of funding for the organisation.

- Escalate any issues in terms of grant implementation – working with colleagues in the Global Secretariat as well as senior staff in AAUK
- Oversight of the proposal development and proposition development for Principal Giving and other large, £1m+ funding opportunities
- Oversight of the P&P grant management schedule
- To create an environment where best practice is cherished and team members are empowered to run quality partnerships and focus on learning.
- To oversee fundraising materials ensuring they reflect the organisation position, branding and anti-racist story telling principles. .
- To work collaboratively across P&P to ensure all high value relationships are maximised. This will involve collaborative working with the Heads of Trusts and Global Markets, Philanthropy, Private Sector Partnerships colleagues, and the Deputy Director of P&P.
- To build strong relationships with key colleagues internally.
- To work collaboratively with colleagues on humanitarian emergencies, ensuring P&P is equipped to maximise support at these times

People Management & Supervision

- To build and retain a high performing team, with standards and KPI's defined and met, feedback sought, priorities resourced, and regular team meetings held to share, encourage and discuss initiatives, results, and the strategic focus.
- To line manage, coach and assist team members in line with ActionAid's feminist behaviours framework to achieve an exceptional service, by ensuring the team
- has the right skills and tools, and having regular 1:1s focusing on performance, objective setting and development opportunities.
- To lead and inspire staff to work together within and beyond the team to deliver the organisation's objectives, ensuring a full fully understanding and
- commitment to the mission, values and strategy

To be a key part of the Fundraising Department

- Achieve positive transformational change in all aspects of the Fundraising programme to support the Fundraising strategy
- Commit to taking a digital first approach to fundraising planning, relationship management and ways of working
- Ensure that all relevant supporter legislation is adhered to, referring to guidance from the Fundraising Regulator, Information Commissioner's Office (ICO),
- General Data Protection Regulation (GDPR) and any other relevant codes of practice

- Work to support our Every Supporter Matters ethos, ensuring that individual supporters' needs are fully considered in every communication and contact point

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.
- Proven track record of managing high value relationships in a successful fundraising team.
- Knowledge and experience of proposal development and grant management (preferably in the international development/aid sector).
- Successful track record of working in a professional research function.
- Strong understanding of and experience of working with a relational database.
- Experience of working collaboratively across teams and other departments to ensure maximum benefit from partnerships and internal buy in.
- Experience of organisational leadership and the ability to take decisions with the bigger picture in mind.
- Experience of monitoring, reporting and forecasting against plans. The ability to build a programme and analyse strategies to take the right approach, showing a record of continuous improvement / development to ensure learning is acted upon. This includes experience of analysing complex information and proposing strategic choices that relate to the bigger picture.
- Experience of working at a senior level within organisations and the ability to work alongside and influence executive leadership team and senior level partners.
- Proven experience in managing a varied workload, delegating work effectively, taking initiative and meeting deadlines.
- Line management experience.

- Team management with proven experience of leading and motivating a team to achieve ambitious targets.
- Knowledge of the philanthropy sector and current trends

Desirable Criteria:

- Experience of living and working in the “Global South”, especially regions where we are funding programmes & projects
- Experience of working for an INGO
- Understanding of customer relationship management systems.

It is expected that everyone at ActionAid UK will work to support and strengthen our desired culture of being bold, connected, diverse, optimistic, open and respectful through the way they approach and deliver their work by:

- Being accountable and responsible – your individual way of working
- Being innovative and collaborative – how you get things done
- Being empowering and trusting – how you build and sustain relationships.