

Operational / External Title: [ROLE TITLE]	
Role Title:	Head of Trusts and Global Markets
Date of JD Review:	May 2024
Department:	Funding
Team:	Philanthropy & Partnerships
Tenure:	Full time
Band & Range:	Band E
Location:	London
Reports to:	Deputy Director of Philanthropy & Partnerships
DBS check required:	Yes
Role requires travel:	Yes
Budget Holder	Yes
Direct Reports:	Yes
Indirect Reports:	Yes
Dotted line reports:	No
<p>Internal Key Contacts: Data Protection, SLT, Advocacy and Influencing Department, Technical Experts in the UK and Internationally, Fundraising Peers across the federation, Country Directors, Head of Institutional Funding for ActionAid International</p> <p>External Key Contacts: Trusts and other high value supporters</p>	

Purpose Of the Role:

To lead the Trusts and Global Markets team to deliver a target of ~£4.5M in 2025 while seeking growth for the future. The role provides leadership across four key areas; Trusts in the UK (including our strategic partnership with the People's Postcode Lottery), Trusts in Liechtenstein, Partnerships and Philanthropy in the Gulf (primarily Qatar and UAE), and Philanthropy and Partnerships in Singapore and Hong Kong. The role provides strategic direction to each of these areas, supporting the Senior Managers to navigate internal systems and relationships while seeking opportunities for growth and innovation.

Main Accountabilities:

Strategic direction

- Lead the strategic development of the trusts and global markets programme, ensuring full consideration of audiences (internal and external) and propositions to create an engaging strategic plan aligned to the organisational strategy
- Develop and manage the Trusts and Global Markets budget including planning, reporting and ongoing re-forecasting.
- Engage internal and external senior stakeholders, influencing as needed to ensure that your team is able to maximise all opportunities.
- Build and deliver business cases for future investment to grow the team, working with senior staff, technical teams and federation members as required.
- Play a lead role in the Philanthropy & Partnerships team, comprising Philanthropy, and Strategic Funding & Insight sub-teams, in order to ensure maximum collaboration, a joined-up approach to donors and increase income across the P&P team.
- Continue to foster a culture of innovation and a growth mindset, supporting the team to make time for innovation projects alongside business as usual.
- Work with P&P colleagues to ensure anti-racism, feminist and decolonisation principles are implemented, whilst continually reviewing how the work of your team and the wider department/organisation can improve in these areas.
- Keep up to date with trends in the global funding environment and specific trends in private sector NGO partnerships and engagement

Operational Management

- Provide leadership to the Trusts and Global Markets team ensuring they are fully equipped, enabled and supported to develop exceptional partnerships and deliver against targets and organisational priorities.
- Create an environment where best practice is cherished and team members are empowered to run quality partnerships and focus on learning.

- Oversee fundraising materials ensuring they reflect the organisation position, approach to antiracist storytelling and branding.
- Build strong relationships with key colleagues internally in the UK, the Global Secretariat and across the Federation to maximise income generation opportunities for funding priorities.
- Work collaboratively with the CEO, board and Senior Leadership team to engage them with the work of the Trusts and Global Markets team
- Work collaboratively with colleagues on humanitarian emergencies, ensuring Trusts/regional markets support is maximised at these times.
- 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
- Commit to taking a Digital first approach to fundraising ways of working.

People Management & Supervision

- 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.
- Line manage, coach and assist team members to achieve exceptional relationship management practices by ensuring the team has the right skills and tools, and having regular 1:1's focusing on performance, objective setting and development opportunities.
- Lead and inspire staff to work together within and beyond the team to deliver the organisation's objectives, ensuring a full understanding and commitment to the mission, values and strategy.

Team Working

- 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.

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 of developing and running a high-end Trusts partnerships programme, with proven experience of building and maintaining relationships with Trusts or other major sources of income such as HNWI/corporates that has resulted in significant gifts and a proven ability to hit financial targets.
- Knowledge of overseas markets and/or experience of successfully fundraising in a different market to the UK.
- Experience of working collaboratively across departments to ensure maximum benefit from partnerships and internal buy in.
- Excellent networking and influencing skills, both internal and external. Specifically experience of supporting cultural change within an organisation, influencing sideways and upwards to gain buy in and active support from senior staff as needed.
- Externally, experience of developing relationships with senior and influential people to build trust in ActionAid and develop long-term partnerships that meet our strategic aims.
- The ability to develop and deliver compelling pitches to potential partners, with excellent verbal, written and presentation communication skills
- Experience of working at a senior level within organisations and the ability to work alongside SLT and with senior level external partners.
- Team management experience.
- Knowledge and experience of proposal development and grant management (preferably in the international development/aid sector).
- Demonstrable numerical and analytical skills and the ability to interpret information from a financial budget, the ability to forecast (and reforecast) and to gain confidence of senior management in financial projections.
- Flexibility and experience of leading a team in an environment where strategies, focus and markets may change over time.

- An understanding of cultural sensitivities and the ability to adapt fundraising approach to suit global donors.

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 CRM databases
- Language or cultural experience of relevant markets

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.