

Operational / External Title: Senior Business Development Specialist

Role Title:	Senior Business Development Specialist (Humanitarian)
Date of JD Review:	June 2025
Department:	Funding
Team:	Institutional Funding Business Development
Tenure:	Full time- Permanent
Band & Range:	Band D
Location:	London-Hybrid
Reports to:	Head of Business Development
DBS check required:	Yes [DBS Roles]
Role requires travel:	Yes- can require travel to Federation Member countries around the global
Budget Holder	No
Direct Reports:	No
Indirect Reports:	No
Dotted line reports:	No
Does This role require International Travel:	Yes
<p>Internal Key Contacts: Programme Quality and Assurance Team, Advocacy team, Women, Peace and Security Team, Philanthropy and Partnerships Team, GS- Country Engagement and Business Development Advisors and IHART.</p> <p>External Key Contacts: Institutional donors, tender/contract leads, INGO partners and networks.</p>	

Purpose Of the Role:

The Institutional Funding Business Development team is a key delivery partner in ActionAid UK's (**AAUK**) current strategy to promote a world where women and girls are valued, live free from violence, and can exercise their rights to promote their own economic empowerment, safety, equality and voice

The post holder will work within a team which will build an effective and innovative pipeline of concepts and proposals for funding, focused on humanitarian funding but may need to support where necessary on the international development side as well. Working closely with the Programme Quality and Assurance, this role is responsible for supporting the organisation's relationships with institutional donors and growing funding partnerships strategically. The post-holder will bring strong fundraising acumen, programming experience and a spirit of collaboration to ActionAid UK.

Main Accountabilities:

Partnerships development

- Promote AAUKs distinctive approach to managing issues relating to women and girls rights in all new and established relationships.
- Manage, initiate and act on opportunities to strategically engage with, involve and deepen AAUK'S existing relationships with new and existing AAUK major humanitarian donors (including FCDO, UN and START network)
- Develop senior level partnerships with other organisations working in the humanitarian sector on resource mobilisation, including institutions, potential consortium partners, private sector organisations, INGO's and relevant research institutions (in collaboration with, and following guidance from, AAUK technical advisers).
- Actively participate in relevant donor meetings and networking events to further develop funding relationships.
- Within the ActionAid federation, continue to clarify and promote AAUK's international donor manager role for identified donors (FCDO, START Network, the UN (and others), in-line with the federations cross border fundraising policy.
- Provide senior leadership representation with ActionAid countries to agree ways of working for donor engagement and proposal development, where AAUK is donor manager, including ensuring appropriate cost recovery for AAUK.
- Work with ActionAid countries to agree ways of working for donor engagement and proposal development, where AAUK is donor manager, including ensuring cost recovery for AAUK.

- Support the International Humanitarian and Resilience Team (IHART) on Red and Orange alert emergencies (including potential deployment).

Proposals and tenders

- Provide input into yearly plans for increasing institutional income in line with ActionAid UK strategic objectives.
- Prepare and input into strategies for diversifying AAUK's institutional funding base –including providing senior technical input into prospecting research and financial modelling for the team.
- Keep abreast of donor intelligence about upcoming opportunities and funding streams and provide surge support where required.
- Act as operational lead responding to, and managing large complex funding opportunities, including commercial tenders.
- Act as bid manager, coordinating a team of including in country programme teams, finance and MEL staff to develop content for grant proposals and complex contract opportunities (global and country specific) -ensuring they meet donor requirements.
- Oversee and manage internal and external relationships throughout bid development process, leading on negotiation with consortium partners and ActionAid Country Programmes, Associates and Affiliates.
- With support and guidance from the PQA team, author content for grant applications, as well as technical and commercial tenders, ensuring all final submissions have been reviewed and approved by technical advisers and other senior departmental stakeholders.
- Working with the Senior Finance and Compliance Adviser, ensure the timely preparation of budgets, ensuring that they deliver VFM and appropriate cost recovery is in line with AAUKs policies.
- Provide leadership support on request, to building the capacity of ActionAid's **(AA)** in other countries to effectively secure donor contracts through the provision of timely advice, training and support.

External representation and relationship building

- To manage internal and external relationships throughout the bid development process, negotiating with consortium partners, country programmes, Associates and Affiliates, ensuring approval and support on new approaches.
- To develop and nurture relationships with AA countries, working with colleagues to obtain early intelligence on funding opportunities / identify further funding opportunities, and conduct research to ensure a coordinated approach, following up on all opportunities.

- To interact with all departments to keep abreast of AAUKs priorities and share expertise.
- To support the handover of newly acquired programmes and projects to AAUKs staff to manage including the contract inception stage to ensure that all stakeholders are able to meet and adhere to donor rules and regulations.

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 experience of institutional fundraising in the Humanitarian sector- particularly of donors of strategic relevance to AAUK - including FCDO, DEC, START network, the UN.
- Experience of developing and implementing successful programme funding strategies and of delivering income against targets.
- Proven experience of securing grants and contracts at a multimillion level
- Track record managing relationships/negotiations with donors
- A strong understanding of the latest thinking in development programming as it pertains to women and girls rights.
- Excellent project management, with the ability to lead and work collaboratively with virtual teams across multiple countries in high pressure environments in meeting tight deadlines
- Experience coordinating bid teams to deliver proposals, bids, or manage contracts.
- Ability to interpret and analyse complex information from a range of sources and present to a donor in a detailed and accurate way.
- Good numerical ability to analyse financial information and develop budgets.
- Excellent communication skills, particularly to produce high quality written documents
- Confidence to operate in a strategic role and to engage with senior managers

- Experience of working in the developing world, especially in a humanitarian or post disaster context
- Willingness to travel internationally on a regular basis.

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
- Fluency in French, Spanish or Arabic or a language spoken especially regions where we are funding programmes & projects, in addition to English.
- Experience in women/girls rights programming in a humanitarian context.

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.