

Job Description

Resource Mobilisation and Grant Coordinator

To be based in one of the following ACT office locations: Amman, Nairobi or Geneva

About ACT Alliance

ACT Alliance is one of the world's largest coalition of churches and church-related organisations engaged in humanitarian, development and advocacy work. It consists of 144 members working together in over 120 countries, with headquarters in 73 countries, whose aim is to create a positive and sustainable change in the lives of poor and marginalised people regardless of their religion, politics, gender, sexual orientation, race or nationality in keeping with the highest international codes and standards. 64% of our members are headquartered in the Global South, 30% in the Global North, and 6% are Global members. For more details about the general work of ACT, please refer to <http://www.actalliance.org/>.

ACT Alliance's structure is unique, with national, sub-regional and regional forums that bring local, national, regional, and international church-related organisations to work together under the same principles and standards, bringing different skills and expertise to support each other and leverage collective action in humanitarian, development, and advocacy engagement. Thanks to the presence of national ACT forums in over 50 countries, and of its global secretariat in strategic locations (Geneva, New York, Nairobi, Bangkok, Amman, Brussels, Toronto, and Bogota), ACT Alliance is able to bring local and regional concerns to the global arena.

1. Major functions

The Resource Mobilisation and Grant Coordinator works to support resource mobilisation, income generation, donor relations and donor reporting. In consultation with the Directors of Operations and of Programmes, the Resource Mobilisation and Grant Coordinator will lead the implementation of the resource mobilisation strategy for the organisation. S/he will coordinate fundraising initiatives, donor relationships and grant management.

2. Duties and responsibilities

The main duties and responsibilities related to this position are divided into five main categories:

a) Resource mobilisation strategy

- In collaboration with the Core Management Team (CMT), PMER Officer and Programme Managers, implement the resource mobilisation strategy for the ACT Secretariat.
- Analysis and communication of funding trends and intelligence.
- Development of other innovative ideas for effective resource mobilisation.
- Promotion of organisation-wide coherent resource mobilisation efforts.
- Fostering and strengthening of relationships and dialogue with funding members and donors.
- Ensure consistency in negotiation of funding agreements across the ACT Secretariat, including development of standard funding agreements.
- Development and communication of ACT's resource mobilisation policy and related business rules.
- Communication with partners and donors on key messages related to financing of ACT.
- Advising and supporting ACT regional offices and units on resource mobilisation and relations with donors.
- Liaise with private and multilateral agencies, governments, foundations and other organisations to explore potential collaborations for raising funds for the ACT Secretariat.

b) Proposal development

- Work closely with programme staff before a proposal is developed to strategize around potential projects and processes.
- Work in consultation with CMT, project staff and finance to develop persuasive funding proposals and budgets to submit to new and existing donors.
- Support Programme Managers with project kick-off meetings when new projects and grants commence.
- Build capacity of staff through training and during the process of proposal development.

c) Income generation

- In consultation with the Programme Managers and relevant Directors, develop ACT's income generation strategies.
- Develop a workplan to roll out income generation programmes and activities.
- Work with the Programme Managers to identify new income streams with private sector and foundations.
- Develop business plans in consultation with managers for possible generation of long-term income for the Secretariat.

d) Donor applications, reporting and relations

- Ensure regular communication with donors, including via ACT's internet, social media, mailings and other relevant materials.
- Ensure that donor representatives are invited to participate in project activities, where appropriate.
- Support with the organisation of the annual funding member and donor dialogue/meetings.
- Conduct an annual donor survey.
- Together with relevant colleagues, manage the yearly donor application and reporting schedule and ensure that relevant Finance staff, Programme Managers and Directors are aware of upcoming application and reporting deadlines.
- Support Programme Managers to ensure that applications and reports are of a high standard in terms of content, language and presentation.
- Together with Programme Managers and the Communications team ensure donors are suitably recognized and visible in ACT communications, PR materials and social media.

e) Administration, database management, development of policies

- Maintain a donor database and a funding register of grant proposals, tracking proposals that were approved, rejected and those still in the pipeline monthly.
- Maintain a grant management dashboard which captures all compliance related detail including reporting deadlines.
- Create and maintain all donor and grant related filing.
- Review and strengthen the Resource Mobilisation policies and procedures.
- Provide training to member organisations and sub-grantees in proposal writing and donor management.

3. Competences and behaviours

- Committed to the values of the ACT Alliance and takes pride in delivering on agreed priorities according to the highest standards individually and as part of a global team.
- Proactively finds innovative and creative solutions, is efficient and reliable, adapts to change and uncertainty, is decisive and acts with integrity.
- Confident, assertive communicator who can work comfortably with diverse groups of people, across all levels in a dispersed secretariat
- Passion for building and developing core skills for the role and contributes knowledge outside of immediate own role.

Working relationships

- Reports to the Director of Operations, with secondary line of responsibility to the Director of Programmes.
- Engages with Finance staff, PMER officer, Programme Managers, Regional Representatives and Directors.

Technical skills and experience

- At least 5 years' experience working with donor relations and fundraising for issues related to human rights, sustainable development and/or humanitarian assistance.
- Strong global donor network and track record of managing successful six-figure funding bids.
- Bachelor degree in Development Studies, Law, Sociology, Business Administration or other relevant studies.
- Experience working with large budgets and multiple donors.
- Strong research and analytical skills.
- Able to write clearly, concisely and persuasively.
- Detail oriented, excellent organisational and multi-tasking skills; ability to adhere to deadlines.
- Excellent communication and interpersonal skills across diverse cultural backgrounds.
- Ability to juggle competing demands effectively.
- Excellent writing skills in English and preferably, but not required, another ACT official language (Spanish and/or French).