

ActionAid Bangladesh is looking for suitable candidates for the following position:

Officer - Partnership and Programme Development (PPD)

Unit	:	Partnership and Programme Development (PPD)
Department	:	Resource Mobilisation
Location of posting	:	Dhaka
Types of contract	:	Regular
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 71,431 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy.

Job Summary:

ActionAid Bangladesh Programme and Partnership Development Unit within the Resource Mobilization department is an ambitious team covering institutional government/non-government, trust and foundation, private sector and individual giving/philanthropy partnerships harnessing collaborative working relationships to help realise our broader mission of social justices that defines our human rights-based approach.

The team develops long-term, multi-channel partnerships which helps to achieve strategic goals across fundraising, advocacy and programmes. The role of Officer – Programme & Partnership Development is to support project design and innovation, identify, engage, and secure new partnerships and existing portfolio in terms of reporting, documentation, and donor relationship management across core programmatic priority areas. The post-holder will report to the Manager – Philanthropy & Private Sector Partnerships and Head of Partnerships & Resource Mobilization and help deliver the fundraising strategy and action plan.

The incumbent is expected to extensively support account management of individual donors, and the engagement of prospective major supporters for ActionAid Bangladesh. The role will also support with the coordination of Philanthropy and Private Sector engagement throughout the year, working closely with other account managers in the Programme and Partnership Development (PPD) and Programme, Policy & Campaign (PPC) teams. The role requires sufficient knowledge and understanding of fundraising, supporter servicing, fundraising campaigns, fundraising communication products, digital marketing, proposal development and reporting.

Key responsibilities include (not limited to):

Fundraising:

- Regular scoping of possible call for proposals from institutional donors, major trust and foundations and mapping of potential private sector funding and technical partnership opportunities.

- Maintaining a smart and comprehensive database of AAB supporters and donor partners for strategic priority areas.
- Work alongside colleagues in needs assessment, proposal development, Go/No analysis, due diligence screening and technical support to problem analysis, logical framework development, risk assessment, and stakeholder analysis.
- Support in the production and dissemination of AAB positioning content, capacity statements, project and management reports, newsletters, fundraising products, updates, and other materials as per fundraising communication plan.
- Assist in the coordination of fundraising events and campaigns, both physical and digital.

Account Management

- Support the day-to-day relationship management of AAB's fundraising partnerships and in grant management with colleagues in relevant departments/functions.
- Work with PPC, MEAL, HROD and Finance colleagues to draft partnership contracts, ensure review and quality control of progress reports as per AAB and donor compliance including the Rohingya Response Programme.
- Participate in monitoring of project performance to ensure aid effectiveness, quality, and enhanced accountability.
- Ensure regular update of ActionAid CMS with new and ongoing projects; migrating phased-out projects and develop grant, project and delivery pages and ensure all processes are completed for Funding Source Code requests as and when required.

Knowledge Management

- Support the maintenance of PPD pipeline, database, and dashboard to feed into fundraising performance report.
- Support knowledge capture, streamlining project learning (best practices) based on the documentation from the MEAL and Project Management teams.
- Participate in relevant internal forums and platforms such as Core Programme Development Community of Practice (CPD CoP) and support the incubation of innovative ideas, sharing of best practices and lessons learned.
- Maintain accurate and up to date income forecasts and tracker and reporting calendar working with the team to identify and address deviations as needed.
- Support the capacity building and assessment of LRP partners to be aligned with ActionAid's requirements.

Relationships

S/he will report to Manager – Philanthropy & Private Sector Partnerships of ActionAid Bangladesh. S/he is expected to maintain functional relationship with his/her peers in team, priority, project management team. S/he must be able to communicate with other teams and units, both programme and function of AAB. S/he is expected to maintain relationship with relevant Government, Non-government agencies, funding affiliates and others.

Required Educational Qualification and Experiences

Education

- Bachelor's degree in social sciences, international relations/affairs, development studies, humanities, human rights, political science or other relevant discipline or relevant experience

Experience and Technical Skills

- At least 2 – 3 years' experience with an NGO in a programme funding and partnership development capacity.
- Excellent Bengali and English language skills (written, reading, and spoken).
- Excellent writing, reasoning, and analytical skills.
- Working thematic knowledge on any of the following themes: women's rights and gender equality, humanitarian response, disaster risk reduction, resilience, governance, youth development, policy and campaigns.
- Knowledge of Human Rights Based Approach (HRBA)

Required Competencies

- **Leadership** : Ability to follow instructions and complete assigned tasks efficiently and to take decisions independently.
- **Emotional Intelligence**: Understanding and recognition of own emotions and their impact on others and respond accordingly. Can manage stress well.
- **Communication & Collaboration**: Possess effective communication skills to interact with colleagues and stakeholders. Coordinate with team members to provide support as required.
- **Problem Solving Skill** : Ability to identify root-cause, analyse and propose alternative solutions based on their understanding of the organisation's policies and procedures.
- **Networking** : Ability to build relationships with colleagues and external stakeholders. Initiates or engages in networking activities and events and provide relevant information to external stakeholders and different forms with proper evidence.
- **Learning Agility**: Reflects on past experiences and uses that knowledge to inform future actions. Adapts to new work processes or technology with minimal guidance. Seeks out information and resources to expand their knowledge beyond their immediate responsibilities. Willingness to receive feedback and address those feedback positively.
- **Decision Quality** : Demonstrates sound judgment in routine decision-making situations. Understands the potential consequences of decisions and seeks input from others when appropriate. Open to feedback and willing to adjust decisions based on new information.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- The last date of application is **19 October 2023**.
- Please [Click Here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and

expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.