

Job Description

1. NAME:
2. POSITION TITLE: Resource Mobilization Lead
3. POSITION CLASSIFICATION: C/D
4. LOCATION: Flexible
5. REPORTING RESPONSIBILITIES:

The reporting responsibilities of this position are as follows:

Reporting to;	
5.1 Direct Reporting Line	Reporting Areas
Director of Operations and Funding Partnerships	All matters
5.2 Functional Reporting Line	Reporting Areas
Director of Finance/Finance Manager	Budgets and expense reports

- Direct reports indicate those staff members this position directly reports to, and is responsible for performance appraisals of this position.
- Functional Reports indicate staff this position reports to or interacts with and who this position is accountable to for the specific function.

Reported by;	
5.3 Direct Reports	Reporting Areas
-	-
5.4 Functional Reports	Reporting Areas
Functional Managers (Finance, IT, Operations) Initiative and Communication Managers	Monitoring and evaluation Grant reporting

- Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of.
- Functional Reports indicate staff reporting or interacting with this position and who are accountable to it for the specific function.

6. Overview of the Position

The Resources Mobilization (RM) Lead is part of AWID's Operations team working closely with the organization's multiple teams and is responsible for leading the development and implementation of AWID's resource mobilization and sustainability strategy. Together with the Director of Operations, the RM Lead is responsible for all resource mobilization activities including donor relationship building, and reporting and proposal development and follow through.

7. MAJOR RESPONSIBILITIES

- Research and knowledge management: ensuring that colleagues with RM responsibilities have up-to-date information about key and prospective funders, including - where necessary - funding application processes and guidelines.
- Application development: Lead proposal development and facilitate implementation of successful funding applications that meet funder criteria.
- Grant reporting: Ensuring that AWID meets all reporting requirements and keep track of the adherence to all terms and conditions of grant agreements/contracts
- Donor relationship management: Facilitate the development, maintenance and strengthening of the relationships with existing, and prospective donors.
- Work across-team to support the connection of RM work with AWID's initiatives and membership & constituency engagement work.

More specifically:

7.1 Research and knowledge management

- Stay informed of developments and opportunities for resource mobilization in our area of work
- Identify potential resource mobilization opportunities for AWID and use the research to inform the resource mobilization strategy and enhance funding diversity and sustainability.
- Organize and share research and gathered information about funders and funding priorities with colleagues to build RM knowledge and understanding within the organization
- Produce funder profiles and background notes for colleagues - when needed - in preparation for meetings
- Oversee the system to track donor contacts, contract obligations, correspondence, meetings and future prospects through AWID's CRM and maintain up to date resource mobilization files

7.2 Application Development and Donor Reporting

- Work with colleagues/teams, and external partners if relevant, to collate impact data to develop high-quality, impactful funding applications and funder reports
- Manage project timelines, including sign off processes for all applications and reports
- Ensure that applications and funding reports meet funder requirements and are submitted on time
- Ensure strong alignment between AWID's planning, monitoring, evaluation and learning system and processes and donor proposal and reporting requirements

7.3 Donor Relationship Management

- Ensure that funder contacts are correctly recorded and secure

- Liaise with AWID staff active in developing and maintaining donor relations, ensuring alignment to AWID's resource mobilization strategy and priorities and sharing donor intelligence
- Maintain and work with colleagues to develop quality engagement with funders
- Prepare and brief Directors an/or colleagues in advance of key meetings with current and prospective funders
- As necessary, participate in virtual and in-person meetings with donors as well as represent AWID virtually and in person

7.4 Cross-team Working

- Ensure strategic alignment, information-sharing and maximum synergy between the RM work and other AWID teams by actively participating in managers meetings and liaising with other initiative teams, managers and directors as required.
- Contribute to the maintenance of income projections with the Finance team as a tool to inform resource mobilization priorities.

7.5 Organizational Processes and Individual Work Planning

- Proactively identifies technical gaps or inefficiencies, and seeks guidance from the Director of Operations and Funding Partnerships to fill or fix them
- Participate and contribute to the OSR team coordination meetings
- Maintain relationships with staff in other program areas to facilitate smooth coordination and communication
- Participate actively in organizational meeting venues (staff meetings) and committees
- Develop and monitor an individual work plan that will document the timeline, requirements and deadlines for all tasks and deliverables related to Resource Mobilization.

7.6 Team and organizational leadership, development and support

- Ensure the timely and effective implementation of deliverables linked to individual work plans, including all activities, reports and evaluations.
- Develop professional development objectives, monitors individual work plan, timesheets, staff expenses, and other HR and admin requirements
- Seek guidance and works towards setting and meeting own SMART performance objectives
- Participate and contribute to the RM team coordination and planning meetings
- Explore new ideas for improving management of duties and enhancing one's own capacity
- Carry out any other relevant tasks as required by, and mutually agreed with the your line manager

Please Note: The above job description (JD) contains the main responsibilities and duties of this position. However in an ever evolving organization such as AWID staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular JD. Where any task becomes a regular part of staff member's responsibilities, the JD should be changed in consultation between the manager, the staff member and the responsible HR person. Any one of the three may initiate the consultation.

POSITION SPECIFICATIONS:Essential Values and Competencies

- Value a feminist intersectional framework and its implications for organizational practices and committed to the principles of feminism, anti-oppression.
- Integrity, Transparency and Accountability
- Critical thinking and analysis
- Strategic risk management
- Ability to build strong trust-based interpersonal relations
- Self awareness and insight

Essential Knowledge, Skills, Abilities & Experience

- More than five years of experience in a similar role within a non-profit development, gender, human rights and/or funding organization
- Excellent donor and funder management experience
- Well versed with the current funding landscape for women's rights, gender equality and justice, and its diversity, including characteristics of different funding sectors
- Experience in project and program management, research, and/or advocacy; ability to develop, monitor and evaluate an operational plan with multiple projects, multiple deliverables and deadlines; ability to plan, organize and lead the implementation of plans and processes
- Strong problem solving, decision-making and critical thinking skills, displays good judgment
- Experience working with diverse communities from multiple identities across the globe, in a virtual environment
- Excellent written and verbal communication in English
- Excellent attention to detail
- Strong expertise in the use of software including spreadsheets for financial analysis, budgets, and financial reports
- Ability to travel internationally (approx. 6-8 weeks per year)

Desirable Knowledge, Skills, Abilities & Experience:

- University degree or equivalent experience in social sciences, women's rights, not-for-profit administration, international development, or other related field.
- Understanding resourcing from a feminist perspective Established relationships both with key donors for women's rights, gender equality and justice, and international and/or regional feminist and women's rights organizations and networks.
- Demonstrated capacity with advocacy (and strategies aiming to influence the policy and/or practice of relevant stakeholders), external relations and negotiations.
- Good financial management acumen; knowledge of accounting procedures and protocols, budgeting and financial analysis.
- Multilingual – English, Spanish, French