



AKF (UK) JOB DESCRIPTION

1. JOB TITLE	Partnerships Officer	
2. REPORTING RELATIONSHIPS	JOB TITLE	FOR
3.1 REPORTS DIRECTLY TO	Senior Partnerships Manager	Overall management and supervision of work, support, guidance and mentoring. The Manager will provide oversight of the annual assessment process which sets objectives and targets
3. JOB PURPOSE	The Partnerships Officer will support the identification of new partnerships and strengthening of existing ones. This is a demanding role that requires the individual to work with 10 wide-ranging AKDN multi-sector, profit and not-for-profit development and service agencies and institutions, present in 30+ countries. Working alongside them, the Partnerships Officer will support the management of a set of grants, and facilitate the pursuit of new funding opportunities with European and Asian institutional donors, foundations and corporates.	
4. KEY RESPONSIBILITIES AND CORE TECHNICAL COMPETENCIES		
4.1 Grants Management		
<ul style="list-style-type: none"> • Support the management of grants through regular coordination with relevant AKDN agencies/field units and AKF(UK)'s programme finance department to ensure projects are delivered on-time and on-budget; proactively support the resolution of challenges as they arise • Support the preparation, review and feedback process on donor reports to ensure reports comply with donor requirements and are produced on time and to a high standard • Be an interface with donors and communicate on a regular basis about the implementation of on-going grants in order to maintain a solid relationship and to address queries or challenges effectively • Undertake coordination and administrative tasks related to grants, including collecting and forwarding information to different units and any necessary follow up tasks specified • Support the maintenance and updating of grant management tools and tracking systems 		
4.2 Resource Mobilisation		
<ul style="list-style-type: none"> • Support the review and strengthening of concept notes and proposals across a wide array of sectors • Conduct due diligence of new partners (donors, NGOs, universities, etc.) in coordination with AKF(UK)'s programme finance team and AKF's global programmes team • Develop and contribute to positioning pieces and communication materials (e.g. presentations, narrative overviews) to enable regular and effective engagement with donors • Research, scan and source relevant information regarding new donors and funding opportunities to identify potential funding matches and gather intelligence around European and Asian donors • Prepare donor briefs and talking points for donor meetings, referencing latest donor strategies, field-level discussions and possible donor/AKDN matches to consider positioning during meetings • Coordinate (bi-)monthly conference calls, organising the resource mobilisation tracker and relevant documents for specific units to support pipeline management processes • Support the maintenance and updating of resource mobilisation tools and tracking systems 		
Carry out any other duties as assigned by the Senior Partnerships Manager.		
5. QUALIFICATIONS, SKILLS, KNOWLEDGE, EXPERIENCE, BEHAVIOURS, ATTRIBUTES		
5.1 Qualifications		
<ul style="list-style-type: none"> • Master's degree in a relevant field preferred 		



5.2 Skills

- Ability to provide stable, consistent, reliable and courteous communication when dealing with external organisations, senior colleagues and community members
- Ability to communicate AKDN/AKF values and strategic plan effectively to partners and colleagues
- Creativity and critical thinking
- Efficient project management
- Must be an entrepreneurial, pro-active self-starter with maturity and emotional intelligence
- The ability to problem-solve, work independently and multi-task in a fast-paced environment with numerous and competing deadlines
- Ability to handle complex relationships diplomatically with colleagues, governance entities and external stakeholders in a professional manner
- Excellent writing, speaking and other communications skills, with thoroughness and attention to detail
- Strong financial literacy, including the ability to review detailed budgets and financial reports
- Strong IT skills, including Office and Excel, and familiarity with Apple platforms

5.3 Knowledge

- Knowledge of international development
- Understanding and knowledge of the UK/European donor landscape preferred

5.4 Experience

- A minimum of 3 years of professional experience
- Experience in developing and writing proposals, business plans/cases, concept papers, briefs, executive summaries, as well as coordinating multiple inputs from a variety of sources
- Experience of managing relationships in complex organisations with numerous stakeholders
- Success in managing grants in complex organisations with numerous stakeholders desirable

5.5 Attributes

- Committed to international development, improving the quality of life and promoting pluralism through civil society
- Demonstrates equity, transparency and integrity with high personal and organisational ethical standards; is fair, honest and trustworthy with respect for confidentiality; inspires and builds trust and respect from others; promotes credibility and professional reputation
- Respectful of diversity; sensitive toward others in their context, situation and challenges; pluralistic, open and understanding toward other people's cultures, values, autonomy, and faiths; demonstrates compassion and empathy; is courteous to others with respect for their background, religion, gender and age
- Committed to acting ethically and upholding safeguarding standards towards all staff, volunteers and beneficiaries of the organisation.

5.6 Behaviours

- Communicates clearly and concisely with a broad range of audiences at different levels; ability to express complex ideas and concepts in simple terms; listens to the views of others; changes communication styles to meet individual and audience needs; encourages dialogue and effective communication by others
- Builds, maintains and deepens constructive and effective relationships with stakeholders with a specific focus on AKF's mission; balances business situations and the art of dealing with people and communities; changes approach to achieve desired results if required
- Has a customer focused orientation to others, is flexible and always puts the good of others at the centre of decision making; optimises respect for others and is dedicated to AKF's purpose and fulfilling the mission
- Team player, collaborates effectively to create a culture of knowledge sharing and team learning to strengthen business performance.
- Acknowledges creativity, has the desire to understand and use new innovations (including technology); adapts established methods for new uses; is focused on improving systems and processes; open to change; analyses, synthesises and challenges conventional thinking; supports the development of communities of practice
- Enterprising attitude that is quick to seek alternative solutions to needs or problems; demonstrable ability to foster a healthy organisational culture of teamwork and collaboration; creates and participates in communities of practice to establish networks of problem solving and organisational learning



6. KEY RELATIONSHIPS

Internal Relationships

- AKF(UK) staff and volunteers
- AKDN colleagues
- AKF field unit colleagues
- AKF Global colleagues

External Relationships

- Partners
- Donors
- Government bodies
- Beneficiaries
- Relevant UK communities

7. FURTHER DETAILS

- Must include CV and a supporting statement that outlines why they want the role, why they want to work for AKF(UK) and how their experiences and skills to date will make them the most suitable applicant for the role.
- To apply www.akdn.org/careers/1817754
- Closing date: 28th May 2021
- Salary £30,000 - £35,000 per annum + benefits