



ACTIONAID CAMBODIA (AAC) Job Description and Person Specification

Job Title:	Programme and Business Development Lead		
Department	Programme and Business Development	Unit	Programmes
Grade:	F	Contract Type	Regular
Location:	Phnom Penh with travels to the field and internationally as required		
Reports to:	Country Director		
Direct Reports:	<div>1. Climate Change & Resilient Livelihood Specialist</div> <div>2. Women Right Specialist</div> <div>3. Education Specialist</div> <div>4. Business Development Coordinator</div> <div>5. PQL Officer</div> <div>6. Programme Partnership & Child Sponsorship Coordinator</div> <div>7. Project Staff (as applicable)</div>		
Job Role			
Role Overview:	<div>The Programme and Business Development Lead (P&BDL) is a core member of ActionAid Cambodia’s Senior Management Team (SMT), responsible for steering both programme development and resource mobilization. The role provides strategic leadership and oversight to guide, manage, and coordinate the implementation of AAC’s programme priorities as outlined in CSP IV. This includes ensuring effective programme and partnership management, delivering quality thematic inputs, and aligning implementation with organizational goals for impactful and sustainable outcomes.</div> <div>Working closely with the AAC Country Director and other relevant departments, the P&BD Lead will be responsible for leading resource mobilization/business development, strategic donor partnership cultivation and oversight of AAC’s fundraising needs in line with country priorities. A key aspect of the role will include building, refining, and executing a donor-focused fundraising strategy that looks at growing and diversifying income whilst retaining AAC’s vision and values. The role will also include quality proposal development, managing high value grants, exploring new fundraising streams, and ensuring overall sustainability of AAC’s programmes and operations. S/he will also oversee and supervise the Program and Child Sponsorship Officer.</div> <div>The P&BD Lead will also play a key role in supporting the Country Director in setting strategy, formulating all-encompassing policies, and developing programmes in accordance with the Country Strategy Paper (CSP). Through respective teams, s/he will oversee the implementation of AAC’s Local Rights Programmes (LRPs). S/he will be responsible for planning, budgeting, implementing, monitoring, and supervision of LRP activities including management of financial and human resources. S/he will ensure that all programme activities are well-grounded, interconnected, and responsive to political, social, and economic developments. Through regular monitoring, s/he will provide strategic support to the relevant staff to ensure the smooth functioning of programmes and projects.</div>		

Accountabilities	
Areas of Responsibilities	Key Activities
Strategy development and implementation	<ul style="list-style-type: none"> • Lead the development of an AAC Business Development Strategy and set day-to-day operational objectives to ensure delivery of country fundraising goals. • Ensure alignment of country Business Development strategy and programme priorities, strategies and plans to the CSP, and broader AAI Strategic Implementation Framework. • Keep up to date on donor trends and internal performance to provide regular reports and analysis to the Country Director and SMT to facilitate continuous improvement of AAC's resource mobilisation efforts. • Analyze risk to country resource mobilisation goals and ensure that mitigation strategies are in place. • Support the Country Director in development, implementation and review of the AA Cambodia CSP, Operational Plans, M&E framework, and relevant policy advocacy and actively contribute to ensuring the quality of ActionAid's work in Cambodia. • Provide strategic leadership and guidance on programme management, policy development, partnership and business development to align with CSP IV priorities. • Lead the development and revision of strategies and policies related to programmes, partnerships, and campaigns. • Ensure meaningful engagement and advocacy at national and international levels on key themes including Women's Rights, Quality Education, Climate Justice, Livelihoods, and Resilience. • Guide the design and dissemination of learning materials and campaign strategies to strengthen programme effectiveness and cross-team learning.
Donor engagement and influencing	<ul style="list-style-type: none"> • Drive the external profile of AAC by representing the organization at various fundraising-related network and alliance meetings as well as knowledge sharing and learning forums. • Lead and represent AAC externally to donors including attending donor and coordination meetings. • Forge new partnerships while being grounded and ensuring that the focus of such initiatives emerge from furthering the key goals as identified in the CSP. • Proactively seek opportunities to expand and diversify income through conducting donor mapping, build linkages with donors, charities and private sector actors. • Cultivate and maintain strong relationships with current donors, partners, and other stakeholders. • Provide oversight on donor communication for profile building including the development of quality external facing assets (e.g. pitch decks, one pagers, etc.) to support donor cultivation.
Opportunity scoping and bid	<ul style="list-style-type: none"> • Lead the processes of on-going donor intelligence, analysis of the internal and external context at local, national and international level to be more agile and ensure appropriate adjustments to AAC's funding strategy. • Proactively identify and respond to funding opportunities on a regular basis. • Coordinate collaborative, data-driven Go/No-Go decisions, undertake pre-proposal activities including analysing the funding opportunity, gathering intel on the donor and other actors. • Lead the development of high quality and competitive concept papers and project proposal in accordance with donor requirements and guidelines with

development	<p>related functions in AAC.</p> <ul style="list-style-type: none"> • Support the organization and facilitation of project design workshops, developing concept papers, proposal narratives and log frames, ensuring that high quality standards are met and that proposals meet donor and AAI requirements. • Conduct final quality reviews of all proposals to ensure the alignment to AAC's CSP, funding strategy and donor requirements before submission for the sign off from the Country Lead. • Monitor and track proposal/concept note success rates and assess reasons for success and failure.
Programme planning, management and implementation	<ul style="list-style-type: none"> • Lead review and implementation of Partnership Guidelines, APLS, Strategy Programme Framework, M&E Framework, Safeguarding policies and process as per accountability standards and feminist leadership principles of AAC and AAI. • Provide leadership to the Programme Team towards achieving the objectives of the CSP of AAC. • Support Country Lead in delivering quality programming and ensuring activities are grounded, strongly interlinked, and consolidated at the national level in line with AAC's CSP. • Work closely across all functions to ensure clear mechanisms are in place to promote the smooth coordination between the Programme and Resource Mobilisation Department and other departments. • Ensure that programme implementation at local rights programme level and project partners level meet HRBA minimum standards and Accountability Learning and Planning System. • Ensure embedding of SHEA and safeguarding in the project implementation cycle as well as supporting in its compliance and implementation at partner and beneficiary community level. • Contribute towards AAC's communications strategy to update and maintain the profile of AAC's programme priorities both internally and externally. • Act as national lead in humanitarian response and recovery.
Program reviews, monitoring, evaluation, learning and reporting.	<ul style="list-style-type: none"> • Ensure robust M&E activities are planned and undertaken and that as part of data collection, evidence of impact and lessons learned are documented and disseminated to relevant stakeholders. • Champion and track the use of programme-related knowledge internally and amongst/networks to promote evidence-based learning and the agenda of advancing alternatives. • Represent the organisation in various programme-related knowledge sharing and learning forums, document and share feedback with the team • Track trends in contemporary development programming and programme management practices, document and provide advice/ recommendations on key developments to SMT. • Ensure quality and timely reporting to donors and the Royal Government of Cambodia.
Partnership relationship management, coordination and networking	<ul style="list-style-type: none"> • Review and lead in implementation and monitoring of AAC Partnership Strategy and Guideline. • Represent AAC in programme and policy related meetings and networking to gather, share and learn from CSO experiences, promote ActionAid's agenda as well as building networks, alliances and movements. • Identify and initiate strategic networks, alliances and partnership with government agencies, local rights programme partnership, academic and research institutions, etc. to strengthen programme delivery, advocacy and campaign actions. • Identify capacity gaps and build capacity of partner CSO/networks,

	<p>including on HRBA and feminism perspective.</p> <ul style="list-style-type: none"> • Plan and coordinate periodic partnership forum and thematic platforms for all the partners and coordinate follow up actions.
Policy research, advocacy and rooted campaigning	<ul style="list-style-type: none"> • Analyse policy and practice gaps and lead in conducting/facilitating research/assessment to develop evidence as tool for advocacy and campaigns. • Lead the development of advocacy and campaign strategy and plan and coordinate its implementation. • Develop spaces through which civil society and the public can make an input and contribute to the parliamentary policy making and legislative process. • Identify key stakeholders and strategise campaign and advocacy approaches to better influence policy and practices. • Develop and lead the implementation of and accounting for mechanisms that promote Human Rights-based Approach (HRBA) with specific focus on resilient livelihoods, women's rights and gender responsive public services. • Develop periodical policy briefs and media strategies that inform stakeholders about the policy advocacy and position of AAC, AAI International Platforms and AA's partners/allies.
Team management and capacity building	<ul style="list-style-type: none"> • Function as an active member of AAC's SMT and maintain an effective relationship with all other SMT members and across the organisation to ensure that there is effective coordination of all activities in support of organisational objectives. • Foster a culture of fundraising as a responsibility for all within the organisation. • Develop JD/ToR for relevant positions and engage in recruitment process for staff, interns, volunteers and third parties within the Programme Department. • Assign performance objectives to supervised staff, conduct comprehensive performance appraisal of supervised staff and ensure that performance records of staff under supervision are submitted to HR on time. • Provide induction, training, coaching, and mentoring to supervised staff to strengthen country capacities in new business and proposal development, reporting and compliance, and programme implementation. • Work with HR Function to identify training needs and development opportunities for supervised staff.
Systems, procedures and compliance	<ul style="list-style-type: none"> • Maintain oversight on contract management process and work closely with all project stakeholders and colleagues to ensure effective utilisation of contract management system. • Participate in the review and update of AAC policies and procedures at country level and advise the SMT on the potential implications of the new system, policies and procedures. • Negotiate donor contracts and MOUs with funding affiliates and donors in line with partnership development strategy. • Lead in development and review of partnership MoU, and grant agreements with all AAC's partners NGO and CBOs. • Keep abreast of donor guidelines and compliance issues for new opportunities and existing grants. • Ensure that key staff (including partners) have a clear understanding of donor compliance requirements including any regulatory or contractual changes throughout the project management cycle.

Budgeting, planning and financial management	<ul style="list-style-type: none"> Lead and consolidate the annual planning and budgeting for the Programme and Resource Mobilisation department and LRP budget, aligning to the CSP, and ensure the Participatory Reflection Review and Planning (PRRP) are complied at both partners and AAC levels. Develop, monitor, review and update the Programme and Resource Mobilisation Department activity plan to ensure that the department attains its objectives as cost-effectively and efficiently as possible. Review and approve financial requests, financial reports, variance explanation, and relevant document as per delegation framework and financial policies and procedures.
Other	<ul style="list-style-type: none"> Nurtures a feminist and anti-racist leadership culture In the absence of the Country Lead, if designated, take on that role ensuring all key aspects of the Country Lead's responsibilities are covered. Other responsibilities as requested by the Country Lead.

Typical People Management Responsibility	
Approximate number of people managed in total	6 + Project Staff as required
Matrix Manager – (projects/dotted line)	
Team Leader	Yes
Manager of Team Leaders/Managers	Yes
What is the global remit? Operates in:	
Own country	Yes
Geographic Region	No
Multiple Geographic Regions	No
Remit covers all CP/AP locations (in-country)	Yes
Financial (limits/mandates)	Programme and Business Development Department
Direct departmental budget:	Programme and Business Development Department
Organisation-wide expenditure	Programme and Business Development Department
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
SMT members, all AA Country staff, relevant ActionAid International Programme Platforms and Policy-related Communities	Partners, Media, Government, Donors, CSOs leaders, Alliance Networks
Person Specification	
Education &	<ul style="list-style-type: none"> Master's degree in development management, public policy and management or any relevant social sciences from recognised institution with at least 10 years of relevant experience in the related field. Experience of working with institutional donors such as the FCDO, EC, SDC as well as multi-laterals, private sector, trusts and foundations, in

Experience	<p>a fundraising and/or programme capacity.</p> <ul style="list-style-type: none"> • Extensive fundraising experience and a proven track record of successfully soliciting restricted and unrestricted income (over 550k USD) from institutional donors, trusts and foundations and corporates. • At least 7 years quantifiable experience in local and regional facing fundraising and business development with substantial experience in local and regional resource mobilization and donor relationship building. • Training in project planning and management, Human Rights Based Approach, M&E, civic empowerment and accountability, monitoring and evaluation, advocacy, campaigning and communication, and feminist leadership. • Substantial experience of project cycle management, including project conceptualisation, project design, proposal development (technical and financial), monitoring and evaluation. • Experience of developing high quality donor proposals, concept notes for high value and institutional donors (preferably EU, FCDO, USAID, Sida, Danida or UN Agencies) • Experience of setting up and managing high value donor contracts, with knowledge of donor contractual requirements. • Experience in designing, setting up and coordinating monitoring, evaluation and impact assessment systems and processes of a program are required. • Experience in managing at least USD \$1 million programme annual funding from a diverse source, including institutional donors, high value donors, foundations and individual grants. • Proven experience of working with social movements, networks, government agencies, research institutes in Cambodia. Multi-country work experience is a plus.
Essential Knowledge	<ul style="list-style-type: none"> • Advanced experience in and knowledge about project cycle management, partnership management and grant management. • Excellent understanding of development partnerships, fundraising, donor strategies, functions, governmental and international relations in the country. • Knowledge of the donor funding environment in country and in the region and experience of building relationships with donors including knowledge of the political and socio-economic development context for Cambodia and Southeast Asia. • Outstanding policy advocacy and campaigning skills and experience, including development of policy brief and position paper. • In-depth understanding of Human Rights Based Approach to Development and programming issues and policy work at state, national and international levels. • Knowledge of development trends, civic space, development approaches of Cambodia. • Demonstrated strong understanding of gender issues in development and demonstrable commitment to promoting gender equality and leadership within the organisation and in programme work. • Strong knowledge of M&E methodology and quality assurance.

Essential Skills	<ul style="list-style-type: none"> • Strong written and verbal communication skills and the ability to clearly convey findings and ideas in written proposals, reports, presentations and meetings to external stakeholders and donors in particular. • Leadership and management • Strategic thinking • Networking, influencing and interpersonal skills • Crisis management and conflict resolution • Planning, organisation, time management, and coordination • Fluency in written and spoken English and Khmer • Proficiency in MS Office
Ability	<ul style="list-style-type: none"> • Work on own initiative with minimum supervision and focus • Work under pressure and tight deadlines • Travel frequently
Personalities	<ul style="list-style-type: none"> • A self-starter who is creative, diplomatic, mature and decisive. • Team leaders and team player • Respect others, care for others, and accountable for own actions.

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organisational needs.

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: *Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility*

Prepared by:

Line manager

Signature

Date:

Reviewed by:

People Finance & Operation Lead

Signature

Date:

Approved by:

Country Director

Signature

Date:

Accepted by:

Name of staff

Signature

Date: