



JOB DESCRIPTION AND PERSONAL SPECIFICATION

JOB TITLE: Head of Business Development

REPORTS TO: Director of External Relations

STAFF REPORTING TO POSTHOLDER: Business Development Officer

LOCATION: London with regular overseas travel

DURATION & HOURS: Fixed term, 9 month maternity cover contract

PURPOSE OF THE ROLE

Farm Africa is launching an ambitious new strategy, aiming to become the leading European NGO specialising in agriculture, the environment and market engagement. In order to realise this we have set an organisational target to double the organisation's funding by 2020 by building on and diversifying our income from key institutional and corporate funders.

This role will lead and manage the business development team in raising multi-year income from institutional donors, trusts and foundations to help deliver Farm Africa's strategy and support the rapid growth of Farm Africa's programmatic income working closely with the Head of Corporate Partnership to jointly build Farm Africa's business development. The postholder will build an effective and innovative pipeline of concepts and proposals for funding, liaising with the Director of Programmes, Country Directors and in-country teams. Working closely with the head of programme support and design, this role is responsible for originating and developing the organisation's relationships with a global range of institutional donors, trusts and foundations to identify and grow funding partnerships strategically.

KEY TASKS AND RESPONSIBILITIES

- 1. Raise programme-related income from existing and new institutional donors, trusts and foundations**
 - Analyse Farm Africa's priority institutional donor targets, identifying their priorities, ways of working and funding flows. Provide detailed information to develop funding opportunities with each of these donors.
 - Lead and coordinate Farm Africa's activities to maximise engagement with and secure funding from these donors.
 - Scan, map and review the external environment for new opportunities and risks to programme funding plans, regularly benchmarking current performance and practice
 - Research potential donors and funding partners, their interests and capacity, and define and execute the most effective way for Farm Africa to approach them for funding and in close consultation with the Head of Corporate Partnerships and Country Directors.
 - Lead the identification of opportunities for obtaining funding from trusts and foundations to help cover core costs and co-financing needs
 - Working closely with the Director of External Relations and Chief Executive on building relationships with identified priority contacts.

2. Co-ordination of funding application process

- Assess technical fit in donor calls for proposals with Farm Africa's strategic programmatic themes
- Co-ordinate, oversee and deliver submissions of concept notes and proposals in line with Farm Africa's multi-year funding needs and in accordance with its internal systems and processes – ensuring these are of the highest possible quality and strategically aligned.
- Review feedback from donors and monitor fundraising successes and failures to support future planning

3. Management and co-ordination of Farm Africa's funding pipeline

- Provide support to the Director of Programmes and Country Directors in prioritising funding opportunities in line with Farm Africa's overall and country level strategies.
- Work with programmes teams to maintain an innovative and robust set of programmatic ideas
- Work hand in hand with the Head of Corporate Partnerships on developing joint proposals and prospects for the funding pipeline
- Provide support to programmes teams in-country to enable effective donor networking and relationship building and encourage and support regular contact and meetings as appropriate and required
- Support the Directors' Group in deciding capacity to take on and fundraise for co-financing requirements as appropriate
- Chair the organisation's pipeline committee on a monthly basis

4. Lead the building of Farm Africa's relationships with trusts, foundations and institutional donors

- Coordinate the relationship building of the organisation's main institutional donors, trusts and foundations, (including the European Union, DFID and USAID)
- Proactively review donor relationships, make recommendations for improvements in donor engagement and monitor the implementation of the recommendations
- Work closely with Head of Programme Support and Design and Country Directors within the organisation to ensure donor strategies and contracts are being implemented and compliance is being met
- Assist the Head of Support & Design to ensure that the organisation meets and exceeds its accountabilities to donors and its broader stakeholders by monitoring projects' progress and reporting against donor requirements.
- Together with the Head of Corporate Partnerships assist the Head of Support & Design to support, advise and build the capacity of programme teams at all levels on donor reporting and grant management requirements in order to meet and exceed donor expectations

5. Leadership & management

- Head the Institutional Funding Team, being responsible for development and implementation of the team's contribution to the organisation's annual plans and budgets
- Work hand in hand with the Corporate Partnerships team to develop new partnerships and lead Farm Africa's business development
- Develop strong working relationships with other teams in the organisation, more specifically with regards to communications, staffing, resourcing, budgeting, programme support & design and programme quality and impacts

- Line-manage the institutional funding team and manage occasional consultants
- Be an active member of Farm Africa's wider leadership
 - Support the Director of External Relations, Chief Executive and Country Directors in building donor relationships and networks
 - Assist the Chief Executive, Directors' Group and other senior colleagues to contribute to Farm Africa's overall direction and development
 - Build and maintain a regular dialogue with senior programme colleagues in all Farm Africa's countries

Carry out any other duties assigned by the Director of External Relations

PERSON SPECIFICATION	
<i>Essential</i>	<i>Desirable</i>
Education, qualifications & other knowledge	
Educated to degree level or equivalent	Postgraduate qualification in a development related subject
Experience	
Proven track record of leading fundraising from trusts and/or institutions, including the EU, DfID	Proven track record of leading fundraising from USAID
Proven track record of building and cultivating donor relationships and strategically build a donor network	
Proven track record of building a donor portfolio and reaching income targets	
Managing, delivering and accurate forecasting against significant income growth targets and budgets	
Line management of staff	
Development of effective fundraising strategies, donor engagement plans and annual operational plans	
Identifying, recognising and exploring viability of effective fundraising opportunities	
Experience of working with computer database systems, preferably the Raiser's Edge	
	Existing relationships with major funders of strong relevance to Farm Africa
Skills & abilities	
Highly entrepreneurial, able to build relationships with and inspire high-level funders and senior stakeholders both external and internal	
Excellent proposal and report writing skills with high attention to detail	
Strong relationship management skills	

Able to monitor, evaluate and respond appropriately to performance against	
Excellent project management, with the ability to lead and work collaboratively with virtual teams across multiple countries in high pressure environments in meeting tight deadlines	
Able to communicate clearly and effectively	
Able to budget and forecast financial information accurately, clearly and appropriately	
Able to work cross-culturally and to build, develop and manage internal relationships	
In depth knowledge of the principles, methods and application in building and developing a sustainable income stream from international foundations, trusts and institutions	
Deep knowledge of fundraising standards, data protection requirements, overseas (including USA) fundraising and legal requirements	
	An understanding of different agricultural and development technical approaches – including disaster risk reduction, ‘climate smart’ agricultural and forestry techniques, natural resource management and social protection
	An understanding of Farm Africa’s geographical area of expertise in east Africa

VALUES

Farm Africa seeks to employ those who believe, as we do, that **farmers can and will play a key role in achieving long-term rural prosperity in Africa** and who seek to deliver on those beliefs by:

Value

being experts in our field	delivering insightful/impactful evidence-based solutions
pushing boundaries	being creative with new and old solutions
acting for the long-term	building relationships and delivering long-lasting change for farmers
working flexibly	taking advantage of the most effective solutions, whether from the communities, private sector or government
sharing knowledge with others	reaching more farmers than we do alone, ensuring effective technologies are widely accessed.