

JOB PROFILE – PARTNERSHIPS & RESOURCING OFFICER

SECTION A: JOB TITLE

A.1 JOB IDENTIFICATION	
1. Job Title	Partnerships and Resourcing Officer
2. Job Grade	D2

A.2 LOCATION OF POSITION	
Division	Chief Executive Office
Department	Chief Executive Office

A.3 REPORTING LINE	
Immediate Supervisor	
Chief Executive Officer	
Number of Direct Report(s)	
N/A	
Number of In-Direct Report(s)	
N/A	

SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POSITION

B. 0 PREAMBLE

The Southern Africa Trust is committed to fostering a workplace that upholds feminist principles, values and ethos. All staff and Board members strive to live and reflect these values and principles as articulated in our strategy and in our ways of working and relating, internally and externally.

B.1 JOB PURPOSE

The Partnerships and Resourcing Officer manage the development and implementation of the resource mobilisation and partnership strategy of the Trust. The role has responsibility for coordinating and supporting partnerships development and maintenance coupled with managing and sharing information for the sustainability of the Trust's programmes. The role plays an internal and external liaison role, working closely with the communications function to ensure effective storytelling and interfacing externally with philanthropies, coalitions, partners etc. Internally it engages with staff and the Board. The role provides technical advisory to country programmes in relation to resource mobilisation and partnership managements.

B.2 DUTIES OF THE POSITION

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)	Weighting
1.	Resource Mobilisation	<ul style="list-style-type: none"> Contributes to the development of the Trust's resource mobilisation and fundraising strategy Manage the implementation of the fundraising and resource mobilisation strategy and objectives working closely with the CEO, Country Managers and other stakeholders. Contributes to programmes/ country development of strategies and initiatives to inform fundraising and resource mobilisation. Develops and maintains the fundraising and resource mobilisation pipeline. Supports in identifying fundraising opportunities and new income opportunities for the Trust at regional and country level. Co-develops dynamic and compelling communication material and pieces targeting individual funders. Supports the CEO in managing risk related to fundraising and resource mobilisation Tracks new developments in fundraising and resource mobilisation practices and makes recommendations to improve the effectiveness and efficiency of the function Produces departmental performance reports on strategic and operational activities for submission to the CEO. Researches and keeps up to date with donor funding cycles. Supports and initiates fundraising campaigns and initiatives at country and regional levels Coordinate the development and preparation of high-quality 	<ul style="list-style-type: none"> Fundraising and resource mobilisation strategy implemented to meet organisational strategic priorities. Fundraising and resource mobilisation policies and procedures are understood and adhered internally. Resources are acquired, managed and tracked. Programme resources growth. Quarterly and annual performance reports with supporting documentation are provided in the agreed format Timely proposals 	35%

		<p>concept notes, funding proposals and applications to donors, working closely with CEO and Country Managers.</p> <ul style="list-style-type: none">● Liaise with Finance, Operations and Country programmes to support donor audits and to facilitate any visits as requested.● Drafts concepts note and writes proposals for funding and participates in resource mobilization meetings and spaces.		
--	--	---	--	--

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)	Weighting
2.	Partnerships development and maintenance	<ul style="list-style-type: none"> ● Builds and maintains existing relationship management of existing networks, closely working with the CEO to design proposals, create and manage negotiation positions, and review contracts and grants ● Provides capacity-building support to the Trust's staff (regional and country programmes) in fundraising, resource mobilisation and partnership building. ● Maintains up-to-date knowledge of the industry, marketplace, partners and other stakeholders ● Manages donors and strategic partner relationships cultivation and engagement including facilitating business and partnership continuation initiatives ● Strives to understand donors' priorities and anticipate their needs providing relevant up to date information and responses. ● Keeps up to date on changes and trends in fundraising, resource mobilisation and partnerships trends and activities. ● Facilitates the Trust's attendance in sector functions, such as association events and conferences, and the collection of feedback and information on market and creative trends. ● Creates networks to share and optimise knowledge across the organisation and externally ● Supports the development of branding, promotional and information materials for the Trust. ● Proactively involved in securing and maintaining partnerships with the partners and mitigating stakeholder risks ● Ensures integrated communication with relevant stakeholders, partners and constituencies to develop and maintain mutually beneficial relationships and collaborations ● Supports liaison and negotiations with the private sector, public constituencies, and government to mobilise resources for addressing poverty, inequality and human rights development 	<ul style="list-style-type: none"> ● Growth in span of networks that the Trust participates in ● Trust Staff actively support nurturing partnerships and resource mobilisation processes ● Growth in resources to support civil society groups ● Wider brand touch points allowing for growth in the Trust's influence and impact ● Growth in private sector funding and collaboration with Civil Society 	35%

- | | | | | |
|--|--|--|--|--|
| | | <ul style="list-style-type: none">• Performs and maintains regular commercial analysis to maximise opportunity and mitigate legal risks• Uses the data gathered during the research to carry out market and client analysis | | |
|--|--|--|--|--|

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)	Weighting	
3.	Management reporting	<ul style="list-style-type: none"> • Designs reports and processes to ensure that the Management team receives timely and relevant information on fundraising, resource mobilisation, and partnership. • Compiles fundraising, resource mobilisation, and partnership reports for Board Committee and Board meetings • Contributes to the development of operational plans, monitoring reports and lessons learnt relating. • Manages reporting cycles requirements coordinating integration of country and regional reports, working with Grants Officer and MERL Officer • Participates and contributes to the development of the annual reports 	<ul style="list-style-type: none"> • Effective programme performance reporting processes established and maintained. • Reporting on resourcing of civil society organisations in Southern African • Strengthen and support credible voices for accountability and proactive citizenry through accurate and timeous reporting 	20%	

NO.	KEY PERFORMANCE AREAS	INPUT (Methods Used)	Output (Expected Results)	Weighting	
-----	-----------------------	----------------------	---------------------------	-----------	--

<p>4.</p>	<p>Liaison and administration</p>	<ul style="list-style-type: none"> ● Plays an internal and external liaison role, working closely with the communications function to ensure effective storytelling and interfacing externally with philanthropies, coalitions, partners etc. ● Engages internally with staff and the Board supporting with internal communication. ● Collaborates with the MERL and Grants Officers ensuring effective reporting to the various funding partners. ● Manages the Executive Office taking responsibility for the effective and efficient functioning of the office ● Contributes to the development of the Executive office budget, monitors and controls budget execution and report on expenses ● Coordinates special projects and initiatives as allocated by the CEO ● Develops effective administration systems and processes in the Executive office. 	<ul style="list-style-type: none"> ● Effective executive office management. ● Internal and external communication support ● Strengthen and support the Executive Office operations ● Executive office Budget tracking 	<p style="text-align: center;">10%</p>	
------------------	--	---	---	---	--

This job description is written at a specific time and is subject to change as the demands of the business and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

B.3 AUTHORITY OF THE POST

This outlines the authority the jobholder has to make decisions or to take independent action without reference to a superior. Limits of authority are included in the delegation of authority (DoA)

- Recommendation of appropriate course of action to the CEO.
- Delegated expending of resources allocated within and in line with policy
- Management of resources allocated to the in line with organizational policies
 - Any other legislation and national policies that has a bearing **poverty, inequality and human rights development** with specific reference to:
 - Women empowerment
 - Youth development
 - Gender justice
 - Climate change regulations
 - Value for money
 - Innovation
 - Risk taking
- Administrative processes and procedures on fundraising, resource mobilisation and partnership processes.
- Public Finance and Management Act (PFMA) compliance

B.4 KEY INTERNAL AND EXTERNAL INFLUENCERS

Internal	CEO Board and Sub Committees All staff Country Programmes
External	Sector Stakeholders Partners Constituencies Clients Public Government departments Suppliers

SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities.

C.1 ESSENTIAL REQUIREMENTS OF THE POST State the minimum educational, qualifications and experience that are required to perform the job competently.	
Qualification	B. Com fundraising and partnerships, development studies or equivalent Port-graduate qualification an added advantage
Experience	5-8 years relevant experience

KEY COMPETENCIES:

Technical competencies	Skills	Values/Attributes
<ul style="list-style-type: none"> • Leadership and business management skills • Ability to support change and contribute to strategic input • Analytical ability and Decisiveness • Entrepreneurial approach in developing funding streams • Networking and partnership building skills • Philanthropy sector understanding • Institutional funding • Resource Mobilisation • Investments, banking, retail, commercial exposure • Passion for development • Understanding of Corporate governance principles • Financial management • Quality management • Policy conceptualisation and implementation • Stakeholder management • Project management • Understanding of Business Development and Sustainability principles • An understanding of the strategic delivery requirements of the Trust • Strategic policy development • A sound understanding of global poverty challenges, human rights development and media. • Sound knowledge of all applicable legislation 	<ul style="list-style-type: none"> • Interpersonal skills • Problem solving and analysis • People and Diversity management • Change Management • Client Orientation and customer focus • Capacity building • Conflict management • Effective communication skills • Decision making • Analytical thinking • Negotiation Skills • Networking Skills • Written and Verbal communication • Supplier management • Planning and organising skills • Business acumen • Research Skills • Sustainability Skills • Business Development Skills • Advanced skills in MS Office applications (Word, Database, Excel, PowerPoint) 	<ul style="list-style-type: none"> • Accountability and ethical conduct • Quality oriented • Judgment • Radical thinking • Deadline-oriented • Analytical ability • Task oriented • Prioritizing • Professionalism • Positive attitude • Flexibility • Adaptability • Initiative • Passion for development

SECTION D: APPROVAL OF JOB DESCRIPTION

TITLE	NAME	SIGNATURE	DATE
Chief Executive Officer			
Incumbent			