

<b>Job Title:</b>	<b>Development &amp; Partnerships Manager (Alliance for Affordable Internet)</b>		
<b>Department:</b>	Programmes	<b>Contract:</b>	Full time
<b>Reports to:</b>	A4AI Executive Director and/or Designee	<b>Duration:</b>	2 years
<b>Location:</b>	Washington		
<b>Direct reports:</b>	None		
<b>Key relationships:</b>	A4AI Deputy Director; A4AI communications officer; Web Foundation CEO and development team		
<b>Job Role</b>			
<b>Role Overview:</b>	Support the A4AI ED to ensure that A4AI meets its ambitious fundraising targets for securing donors/sponsors, and recruiting members across all sectors. Establish a strong partnership framework that fosters engagement, collaboration, and supports the overall Web Foundation development strategy.		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities:</b>	<b>Key Activities</b>		<b>% time on task</b>
<b>Strategy and planning</b>	<ul style="list-style-type: none"> <li>Contribute to the development of WF's overall strategy and growth plans.</li> <li>Work with the A4AI team and Advisory Council to develop ambitious medium term goals for the growth and funding of the Alliance, backed by a clear case for giving, annual plan and milestones.</li> <li>Work with the communications team to support implementation of A4AI brand identity as aligned with the Web Foundation communications strategy.</li> </ul>		<b>10%</b>
<b>Outreach &amp; Cultivation</b>	<ul style="list-style-type: none"> <li>Work with the A4AI Executive Director, Deputy Director and other Web Foundation staff and consultants, to proactively identify, cultivate and coordinate prospective donors and members outreach, with a focus on organisations and companies that have the capacity to contribute significant financial resources.</li> <li>Set and meet annual recruitment and fundraising targets.</li> <li>Lead on cultivating potential donors and/or members with support from the A4AI Executive Director, Web Foundation CEO and A4AI Deputy Director as appropriate.</li> <li>Work with the communications officer to plan events and other forms of outreach that inspire and</li> </ul>		<b>30%</b>

	<p>motivate potential (and existing) members and partners.</p> <ul style="list-style-type: none"> <li>• Work with the communications manager to develop effective marketing material.</li> <li>• Track A4AI success in recruiting and cultivation of donors and members, and use this information to adjust strategies and tactics as needed.</li> </ul>	
<p><b>Proposal, Grants Development &amp; Management</b></p>	<ul style="list-style-type: none"> <li>• Work closely with the Executive Director, Deputy Director and other relevant program staff, to lead the development of proposals in support of A4AI and Digital Inclusion programming and initiatives.</li> <li>• Track funding opportunities before and after submission, maintaining up to date status of all opportunities in the annual pipeline.</li> <li>• Maintain key elements and documentation for proposal development, including but not limited to, team bios and CVs, organizational background and capabilities, A4AI milestones, among other necessary inputs.</li> <li>• Coordinate the production of grant applications, technical assistance proposals and/or event sponsorship inquiries to government, foundation and/or private sector funders.</li> <li>• Prioritize fulfillment of donor agreements, tracking deliverables and engaging key staff to ensure production and submission of required reports, notices, evaluations, etc.</li> <li>• Coordinate the the preparation of high quality reports to major donors/Advisory Council, making sure to engage relevant staff.</li> </ul>	<p><b>40%</b></p>
<p><b>Development and partnership management</b></p>	<ul style="list-style-type: none"> <li>• Assist the Executive Director and the team to prepare for Advisory Council and partnership meetings.</li> <li>• Act as the voice of the members and partners within the A4AI team, ensuring that priorities are high on the team's agenda.</li> <li>• Develop ways to maintain high partner motivation, including but not limited to ensuring members/partners gain visibility through A4AI activities.</li> <li>• Promote, facilitate and ensure a good flow of communication among the members, partners and between the A4AI and Web Foundation teams.</li> </ul>	<p><b>10%</b></p>

	<ul style="list-style-type: none"> <li>• Plan dynamic and inspiring annual partners gatherings.</li> <li>• Coordinate an annual survey of members and partners to evaluate A4AI's value and impact.</li> </ul>	
<b>WF Support &amp; Representation</b>	<ul style="list-style-type: none"> <li>• Participate actively in WF wide team meetings and discussions.</li> <li>• Represent A4AI and WF at conferences and events.</li> </ul>	<b>10%</b>
<b>Person Specification</b>		
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>• Minimum BA level or beyond</li> </ul>	
<b>Essential Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years' track record in recruiting and retaining supporters, and/or in growing a network of partners contributing to achieving organizational mission and revenue goals.</li> <li>• Excellent interpersonal skills and fundraising ability.</li> <li>• Experience of working with corporate sector donors.</li> <li>• An understanding of non-profit marketing techniques.</li> <li>• Experience and track record developing winning proposals and grants</li> <li>• High capacity for work output in order to meet tight deadlines and multiple priorities.</li> <li>• Knowledge of fundraising database and constituent management tools.</li> <li>• Contacts and experience working with donors, foundations and philanthropic organizations.</li> <li>• Ability to travel extensively (up to 30%).</li> </ul>	
<b>Desirable Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Contacts and experience in emerging market companies.</li> <li>• Contacts and experience in the telecommunications and technology industries.</li> <li>• Fluent in one major world language in addition to English.</li> </ul>	