



## Job Description

<b>Job Title:</b>	Regional Resource Development Manager Latin America and the Caribbean (Colombian Nationals or People with work permission)
<b>Gross Salary:</b>	<b>COP\$6.500.000</b>
<b>Department:</b>	Latin America (LAC)
<b>Location:</b>	Bogota, Colombia
<b>Responsible To:</b>	Regional Secretariat Coordinator
<b>Responsible for:</b>	Fundraising
<b>Key Relationships:</b>	Regional Coordinator, Regional Secretariat staff, Sub-regional Focal Points (3) Network members and partners Supportive members London Secretariat: International Accountant, Programme Support Officer, and Resource development team.
<b>Contract:</b>	1 year Fixed term local Contract with possibility of extension (full time)

### Background

HelpAge International is the secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older women and men, nationally and/or internationally.

At the core of this network are the civil society members, a group of civil society organisations working with older people around the world. These organisations share a vision of a world in which all older people are valued, and lead dignified, healthy and secure lives.

We aim to extend the reach and influence of the HelpAge Global Network to all those in a position to help bring about our vision for older people – including Governments, policy makers, the private sector, and academic institutions.

HelpAge International is changing its mode of working in the Latin America and Caribbean region. The historical mix of operational programmes and advocacy

conducted by and with network partners ended with the closure of country programmes in Jamaica, Bolivia, Haiti and Colombia during 2016 and 2017.

Up May 2017, there is a regional secretariat with the following functions:

- Regional network development, including new alliances and partnerships.
- Support to campaigning and advocacy, including coordination across sub-regions.
- Information and communication support within the region.
- Outward communication beyond the region to the rest of the HelpAge network
- Knowledge management; monitoring, evaluation and learning.
- Resource development for network activities.
- Facilitation of technical support in thematic areas of work

There are two sub-regions focal points for Central America and the Caribbean and the Southern Corne (Including Brazil), and there will be also a sub- regional focal point for the Andean region. In each sub-regional we have a network coordinator embedded in a partner and paid 50% by HelpAge.

### **Role of the post**

- To support the Regional Secretariat Coordinator in the development of the strategy and results oriented business plan and work plan for the HelpAge LAC Secretariat.
- To raise funds to support the work of the network in the region.
- To recover the costs of HelpAge's regional and sub-regional presences.

### **Key Tasks and Responsibilities**

The Regional RD Manager will have the primary function of raising funds to support the work of the network in the region. A secondary function will be to recover the costs of HelpAge's regional and sub-regional presences.

#### ***1. Regional Fundraising Strategy***

- Work with the Regional Secretariat Coordinator and network members in the region to devise and implement a funding strategy at both national, regional and sub-regional levels, applying a network approach.
- Conduct research and analysis of donors in the region so as to increase understanding of the donor environment.
- Lead in identification of funding opportunities for network members and HelpAge.

- Participate actively in the global resource development group and use the available platforms for fundraising, such as Development aid.
- Coordinate with the regional team and network partners in submission of innovative and high quality proposals.
- Support network members to continuously manage donor networking and liaison, ensuring that the network's profile and influence is increased across the donor community at national and regional levels.
- Assist network members in completing due diligence (pre-qualification) procedures with key donors
- Maintain strong linkages with HelpAge's three fundraising affiliates in the UK, Germany and the USA
- Represent HelpAge externally in the region by contributing to improved networking with other organisations on funding issues, sharing learning and jointly exploring programme opportunities.
- Assist network members with understanding contractual implications of proposals and ensure all proposals budget for proper management
- Ensure sound contractual management of and reporting on any contract signed by HelpAge either directly or by ensuring that the proposal covers the costs of a suitable management structure
- Ensure that proposals recover costs for the regional and sub-regional HelpAge presences
- Ensure that the international HelpAge Contract Management System is kept up to date

## 2. Grant management

- Ensure compliance and understanding of donor terms throughout the Region
- Contribute to the elaboration of donors reports and budget proposals

### **Person Specification**

#### Essential

**Education:** Graduate degree in International Development / Relations, Project Management, Social Sciences or a related field, OR an acceptable combination of university degree and work experience related to the duties and specific areas of competence required by the position.

- Past experience working in a similar capacity at a regional level
- Strong communication, negotiation and representational skills
- Significant experience in fundraising in a competitive environment
- Experience of leading donor engagement and consortium building
- Knowledge of key funding issues and donor priorities in the region
- Good understanding of project design, project cycle management log frame development.
- Demonstrable experience and knowledge of major bilateral donors, Trusts & Foundations and a wide range of charities.
- Skills to train and support partners in developing resource mobilization strategy and the techniques of fund raising.
- Proven track record in contract management and donor servicing
- Willingness and interest to work with a network focused approach, engaging with, supporting and maximising on potential of network members
- Fluency in written and spoken English and Spanish

Desirable

- Additional language skills in French and/or Portuguese