

JOB DESCRIPTION

JOB TITLE	Engagement Manager, ANCA	GRADE	4
PILLAR	Risk and Resilience		
ABOUT THE ORGANISATION	<p>FSD Africa is a specialist development agency working to help make finance work for Africa’s future. Based in Nairobi, FSD Africa’s team of financial sector experts work alongside governments, business leaders, regulators, and policymakers to design and build ambitious programmes that make financial markets work better for everyone. Our investment arm, FSD Africa Investments, provides early-stage, risk-bearing, catalytic and patient capital to inventive commercial organisations in order to stimulate capital flows in support of green economic growth benefiting people and the planet. Established in 2012, FSD Africa is incorporated as a non-profit company limited by guarantee in Kenya. It is funded by UK aid from the UK government.</p> <p>The African Natural Capital Alliance (ANCA) serves as a collaborative platform that aims to mobilise the financial community’s efforts in addressing the risks associated with nature loss and exploring opportunities in Africa. ANCA was established by FSD Africa, a specialist development agency, with the support from the United Nations Economic Commission for Africa (UNECA) and the United Kingdom’s Department for Environment, Food & Rural Affairs (DEFRA).</p> <p>ANCA brings together leading financial institutions, governmental organizations, intergovernmental partners, and civil society representatives. This group is joined by a wider set of members from both the public and private sectors who support ANCA’s aim of integrating nature into financial decision making.</p> <p>For more information, please visit: http://www.fsdafrica.org and https://africannaturalcapitalalliance.com/</p>		

REPORTING RELATIONSHIPS	REPORTS DIRECTLY TO	Lead, Nature Finance & TNFD
	REPORTS INDIRECTLY TO	N/A
	DIRECT REPORTS	N/A
	INDIRECT REPORTS	N/A

JOB PURPOSE

The Engagement Manager, ANCA will manage the delivery of ANCA's growth and communications strategy within FSD Africa's nature-related finance work, ensuring the achievement of ANCA's specific objectives. This includes coordinating the rollout of ANCA's projects to achieve results, manage timelines, and deliver quality projects. The role will also actively participate in the continuous development and implementation of an advocacy and communications plan for ANCA, aiming to generate extensive awareness of ANCA's role in catalyzing financial markets for nature-positive outcomes. Additionally, the position involves providing project and operational management support to the Lead, Nature Finance, as required to support the Pillar's nature finance strategy and programming.

KEY RESPONSIBILITIES AND ROLE REQUIREMENTS

1. Growth, Advocacy & Communication Strategy

Manage the delivery of ANCA's growth and communications strategy as part of FSD Africa's work on nature-related finance, ensuring that the ANCA meets its specific objectives.

- Contribute to the development of ANCA's growth & communications strategy on nature-related finance.
- Actively participate in the continuous development and implementation of an advocacy and communications plan for ANCA; ensuring that the outcome is extensive awareness-building around the role of ANCA in catalysing financial markets for nature positive outcomes.
- Support the development and renewal of content for key internal communication channels including the website, newsletters, social media, among others, ensuring content is kept up-to-date, relevant, and accessible.
- Curate and coordinate ANCA membership events in line with the annual operating plans. This includes seeking for partners and supporters to ANCA related events and activities.

2. Relationship & Stakeholder Management

Act as the main communication focal point for all ANCA stakeholders, including internal teams, external consultants, ANCA members and stakeholders from major African financial institutions.

- Manage relationships with all ANCA members daily by being the main point of contact and leading all communications with senior stakeholders from major African financial institutions.
- Coordinate internal teams (Risk and Resilience and Communication teams) as well as external consultants to ensure ANCA objectives are met.
- Manages cross-functional relationships with other partners including implementing partners who support the advocacy and communications work streams.
- Support the development of ANCA's engagement strategy in line with FSD Africa's Nature Programme.

3. Administer ANCA Application Process

Manage ANCA application process and onboarding processes to ensure smooth induction of all new members.

- Manage ANCA membership throughout their lifetime to support full engagement of ANCA members.
- Develop and implement strategies that will support growth of ANCA membership in line with the Nature Programme's strategy.
- Assist in the development of operating plans including the identification and delivery of new services and materials to add value to the membership proposition.

4. Administrative Support and ANCA Working Group Engagement

Act as focal point for all engagements with the ANCA working groups to ensure a coordinated approach for delivery of key objectives.

- Work together with Working Group leads to coordinate and support ANCA Working Groups and their activities.
- Manage, the delivery of full administrative support for ANCA events agendas, papers and minutes of meetings and undertaking appropriate actions.

5. Project Management

Ensure the effective implementation of ANCA projects; ensuring that the anticipated results are achieved.

- Project manage the implementation of operating plans, which improve member recruitment, engagement and progression ultimately leading to improved membership retention and engagement and overall growth in membership.
- Co-ordinate the roll-out of ANCA's projects so that results are achieved, timelines are managed, and quality projects are delivered.
- Oversee and manage all logistics and stakeholders for key ANCA projects, including but not limited to events, media briefings, communications, and social media management, among others.
- Ensure that ongoing learning from projects is fully utilised to maximise impact and innovation.
- Provide project and operational management support to the Lead, Nature Finance as required in support of the Pillar's nature finance strategy and programming.
- Support the process of annual budget preparations and ensure activities remain within budget limit.
- Work collaboratively with the rest of the teams to develop project plans and trackers that will ensure effective and efficient delivery of initiatives.

Carry out any other duties or assignments as assigned by Management.

PERSON SPECIFICATIONS

Qualifications and Education

- Master's degree and 5 years of experience or bachelor's degree and 6 years of experience.
- Relevant postgraduate qualifications preferred.
- Excellent skills in written and spoken English.

Essential Experience, Knowledge, and Skills

- At least 5 years of professional experience, working in a field relevant to communications, advocacy, or relationship management.
- Experience working in a complex and pioneering environment.

- Track record of managing relationships and influencing stakeholders in the financial sector in Africa; good influencing/ interpersonal skills.
- Good level of project management skills and experience of implementing projects with timeframes of around 5 years.
- Ability to engage & influence convincingly at a senior management level.
- Ability to manage a project using digital platforms or tools to communicate; ability to manage data/ documentation electronically.

Desirable Skills and Experience

- Experience of working in a multi-cultural environment.
- Experience building alliances or engagement platforms.
- Knowledge and conceptual understanding of green finance and its application to international development / financial market systems development.
- Experience working with donors including knowledge of donor policies and procedures.
- Proficiency in French language is an added advantage.

COMPETENCIES

Competencies describe the key behaviours that drive success in all of FSD Africa's roles, regardless of technical specialism. They have been derived from systematic research correlating performance with personal attributes. The table below indicates the level of each competency required for this role:

COMPETENCIES	Level 1: Basic	Level 2: Foundation	Level 3: Specialist	Level 4: Senior Specialist	Level 5: Leading Expert	Level 6: Executive
ESSENTIAL FOUNDATIONS						
Commitment & Alignment <i>Demonstrates commitment to serving our partners and alignment with the values and vision of FSD Africa</i>			✓			
Change & Challenge <i>Has a strong sense of ownership that leads to learning, self-starting, taking initiative, driving change, and leading development</i>			✓			
ACHIEVEMENT COMPETENCIES						

Situational Awareness & Thinking <i>Thinks clearly and intentionally, analysing information objectively, understanding issues, solving problems, and making decisions</i>			✓			
Drive for results <i>Is keenly motivated to achieve goals & act with accountability to deliver quality results</i>			✓			
PEOPLE COMPETENCIES						
Relationships & Collaboration <i>Discerns and appreciates the values, viewpoints, or abilities of others; effectively reconciles different interests and displays emotional intelligence</i>			✓			
Communication & Influencing <i>Deliberately adjusts behaviour to accommodate others; communicates clearly, confidently, and appropriately to influence others</i>			✓			

KEY RELATIONSHIPS	
Internal Relationships <ul style="list-style-type: none"> Strategic Communications & Engagement Other FSD staff 	External Relationships <ul style="list-style-type: none"> ANCA Members External consultants Stakeholders from major African financial institutions at middle-to-senior level management range The public Funding partners and donors
FINANCIAL RESPONSIBILITIES	
Direct Control <ul style="list-style-type: none"> Project budget forecasting and monitoring 	Indirect Influence <ul style="list-style-type: none"> N/A

APPROVAL PROCESS	SIGNATURE	DATE
Job Holder		
Manager		
Director HR & Talent Management		



Commitment to Equity, Diversity, and Inclusivity:

FSD Africa is committed to building a diverse organization and a climate of equity and inclusivity. We strongly encourage applications from candidates who can demonstrate that they can contribute to this goal.

Equal Opportunity Employer:

We are an equal opportunity employer and value diversity. We do not discriminate based on race, religion, colour, national origin, sex, gender, gender expression, sexual orientation, age, marital status, or disability status. We will ensure that all applicants are provided a fair chance to compete for available job opportunities.