

Job Title: Business Development Specialist II	Reports to: HoP
Department: Programs	Salary Grade: 10

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:

As Business Development (BD) Specialist II you will lead the production of high quality applications for funding in support of CRS' engagement with institutional donors and initiatives involved in international development to serve the poor and vulnerable. Your knowledge and skills will allow you to provide specialized assistance in all dimensions of the BD cycle to cross-disciplines and cross-functional teams. The BD Specialist will provide supervision to the Communications Specialist to ensure quality materials for communication with key stakeholders in multiple media formats.

Roles and Key Responsibilities

- Provide BD expertise in positioning, capture planning and proposal preparation for specific opportunities with institutional donors (government and inter-governmental award issuing organizations, as well as foundations, corporations and other awarding non-governmental organizations).
- Coordinate proposal development processes to ensure timely submission of high quality proposals that are responsive to donor requirements, applicable regulations, and CRS' technical and cost standards. Lead and support proposal budget processes and propose recommendations to develop a competitive proposal.
- As appropriate, serve as proposal coordinator or other lead role in proposal team, and participate in bid analysis and proposal review panels. Serve as a lead or support writer on proposals, contributing both technical and non-technical content and integrating inputs from staff and partners into a responsive, coherent proposal with a compelling vision and clear win themes.
- Ensure development and dissemination of quality, appropriate communications materials in line with CRS and donor branding and marking to improve CRS visibility and positioning in key sectors.
- Train and mentor staff, as needed, to improve their skills in proposal development, representation to donor and partner organizations, intelligence-gathering, and marketing within their country program or portfolio.
- Support and guide identification of partners and negotiation of CRS' role on proposal consortia, ensuring a competitive position for CRS that adheres to the agency's partnership principles and strategic directions. Research, track and analyze new opportunities and CRS' competitive position within the marketplace.
- Support senior management to cultivate and strengthen institutional relationships with institutional donors, partner organizations and other stakeholders.
- Work with appropriate staff to maintain data on past performance and corporate capacity, in order to provide timely information for proposal submissions.

Basic Qualifications

- Bachelor's degree in international development, international relations, or related field. Master's degree preferred.
- Minimum five years of international development experience, with at least three years experience in a developing country.

Required Languages – Fluency in English and French required, Haitian Creole a plus

Travel - include percentage of required travel, if applicable. Could be stated as Must be willing and able to travel up to 25 %.

Knowledge, Skills and Abilities

- Strong strategic, analytical, systems thinking, and problem-solving skills, with capacity to see the big picture.
- Strong relations management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
- Excellent negotiation skills.
- Strong communications and presentation skills.
- Proactive, resourceful, solutions-oriented and results-oriented.

Preferred Qualifications

- Demonstrated experience utilizing diverse, proactive strategies to competitively position his/her organization for new funding and productive institutional relationships.
- Exceptional writer with expert command of English grammar and AP style.
- Demonstrated experience leading and producing competitive proposals in programming contexts similar to CRS.
- Comprehensive familiarity with a broad range of institutional donor technical and cost requirements.
- Experience with both USAID RFP and RFA funding mechanisms highly desirable.
- Familiarity with relevant institutional donor regulations, policies, procedures and priorities.
- Demonstrated experience managing teams and processes, leading teams to produce deliverables under tight deadlines and at exceptional quality.
- Knowledge of CRS programs, justice agenda and Catholic Social Teaching principles a plus.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems.

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

Supervisory Responsibilities (if none, state none)

Key Working Relationships:

Internal Head of Programs, Head of Operations, Haiti CP Program Sector Leads, Finance Manager, Regional BD Specialist, Regional DRD PQ & DRD MQ

External Donor agencies (USAID, EU, BID, etc), OCHA Working Groups

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer

All interested candidates must submit: Cover Letter, Resume, Diplomas with the mention " Business Development Specialist II " in the subject line to haiti.recruitment@crs.org