

TITLE: Business Development Manager	
TEAM/PROGRAMME: Programme Development, Quality & Accountability	LOCATION: Port-au-Prince, Haiti (with possibility to negotiate remote work)
GRADE: 3	CONTRACT LENGTH: Open-ended
<p>CHILD SAFEGUARDING: Level 3: The post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE: The Business Development Manager is a senior position within the Programme Development & Quality team. The Business Development Manager will identify and track donor opportunities, facilitate donor engagement, assist in the development of fundraising strategies, and lead proposal development for all funding opportunities.</p> <p>The position requires innovative thinking and creativity to package our programme strategies in ways that attract the right donor support and grow out portfolio effectively. S/he will write sections of proposals that speak to our overall capabilities, while coordinating the input of technical advisors, Operations, Finance, HR and Security into proposals and budgets. Recognising that many conversations with donors involve a review or update around current grants as well as discussions about new opportunities, the Business Development Manager will also be expected to keep closely informed about the progress of all major institutional grants and able to speak to results in key reporting documents.</p> <p>80% of this job is dedicated to managing the new business development (i.e. growth of the country office portfolio), and proposal writing/ coordination function with CO team, Members and RO teams.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Director of Programme Development & Quality Dotted Line: Resource Mobilisation team at regional office Staff reporting to this post: None Budget Responsibilities: None Role Dimensions: Act as day-to-day focal point with regional resource mobilisation team, ensuring appropriate coordination between members and country team. Engages with CO SMT, Finance, Awards, Technical Experts/Operations, and other necessary stakeholders to coordinate strategic resource mobilization across the country office, in coordination with the PDQ Director. Context: Humanitarian and development Scope: Haiti Award funded: Multi-award</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Capture Planning and Opportunity Preparation (25% of role)</p> <ul style="list-style-type: none"> Ensure that the country office has a comprehensive, Country Leadership Team endorsed Funding Strategy in place, which is in line with the approved Country Strategy, and is implemented and monitored effectively. Lead the portfolio and funding assessment (Portfolio analysis, Donor landscape assessment, Funding assessment) to confirm donors that are well aligned with Save the Children as well as other findings. Ensure the link and symbiosis collaboration between Strategic Partnership (SP) & Awards Manager (AM) and Program Development and Quality (PDQ), via the New Business responsibility. SP&AM strategic portfolio analysis and planning should feed into New Business Development. Similarly, they should both and jointly work upstream prior to the opportunity 	

identification (funding strategies, funding context, geopolitical, economic, security context) for a general landscape analysis and donor (traditional and non-traditional) targeting actions.

- Lead the development of a fundraising strategy (year base) liaising with members to determine opportunities, support global donor relationship management, and align member and country funding strategies.
- Lead the development of donor engagement plans liaising with members to optimise engagement through consistent messaging and ensure that expectations are clear.
- Develop and maintain systems to track positioning and donor engagement strategies.
- Identify, research, and disseminate information on new funding opportunities from bilateral, multi-lateral and other institutional donors.
- Track up-coming funding opportunities, donor engagement and proposal development process.
- Provide regular updates to the Director of Programme Development & Quality and to the Senior Management Team (SMT) on the status of the funding portfolio and key trends to monitor.
- Lead in developing new funding strategies for thematic programme plans and cross-sectoral integration. These strategies should reflect our ambitions and new creative thinking to achieve more for children.
- Maintain an on-going and regularly updated information bank on context analysis and research findings for future proposal development (overall and sectoral situation analysis, needs assessments, census data, findings and results from field research on community needs, lessons learnt from projects, etc.).
- Manage information necessary for effective capture planning and proposal development.
- Participate in key donor meetings, initiate donor contacts, when necessary, to foster long-term collaboration and engagement.
- Pro-actively seek donor intelligence on prospective new opportunities or partnership.
- Cultivate business relationships with external stakeholders and potential partners for large scale or strategic funding opportunities, either as a prime or sub-recipient in joint ventures.
- Research, identify and disseminate information on different actors in the Haitian context (UN Agencies, local NGOs, INGOs, state actors, academia, private sector, etc.) for strategic and innovative new partnerships.
- Ensure key contacts, required formats and donor strategies are kept up to date at the country office level.

Proposal Development (60% of role)

- Be the principal coordinator of all proposal development, including the development of high-value or complex proposals or bids, building on global, regional and national expertise, and ensuring the highest quality product.
- With in-country Technical Advisor (TAs), seek out and facilitate inputs of technical advice from backstops or members to ensure that programmes benefit from Save the Children's global expertise, while remaining relevant to the local context.
- Facilitate engagement of consultants on proposals, or when technical specialists are needed.
- Review thematic capacity statements in coordination with technical specialists, Advocacy & Communication and Monitoring Evaluation Accountability & Learning (MEAL) teams to ensure they are donor-friendly.
- Produce proposal development schedules and track timelines.
- Effectively manage collaboration amongst teams, Save the Children regional office and Save the Children Members when preparing concept papers and project proposals for fundraising purposes.
- Ensure strong coordination with Members and other Country Office (CO) teams/colleagues, particularly Program Development and Quality (PDQ) (for project set-up, technical inputs and strategies), Programme Operations (for field team inputs, logistics requirements, security, costings, etc.), Awards Management (for donor requirements), Finance (for budgets), Security and Human Resource (HR) (for staffing requirements).

- Working with Partnerships Manager, use all available information to ensure that the selected partner(s) are most suitable to carry out the proposed actions in the application.
- Write large sections of proposals that speak to our overall capabilities and to the context and draft key sections of proposal that are standard inputs (e.g. capability statements, country context, programme experience), while coordinating with and drawing on the expertise of technical advisors, Operations, Finance, HR and Security, as the lead writer of proposal documents.
- Quality review technical aspects of the narratives and log frames and ensure complementarity with budgets and other deliverables and that projects are relevant to children in Haiti and to the global programme and advocacy objectives of the Save the Children Members, in both humanitarian and development contexts.
- Ensure full internal and member review and sign off as per the proposal development process.
- Represent Save the Children as a generalist, alongside technical experts, in consortium meetings regarding proposal development.

Strategic Planning and Programme Development (15% of role)

- Support the Country Annual Planning process for technical programme inputs and quality measures, including child participation, child safeguarding, partnership and evidence-based programming. It will be key to use the Funding Tracking system and mechanism to track funding against the Country Strategic Planning (CSP), with an aim to feed into annual funding plans and budget cycles (Master Budget and Forecast).
- Contribute to conceptualising and designing cost effective, innovative and high-quality programmes to serve children in Haiti, with a focus on gender, child participation, etc.
- Ensure that all sectors apply a risk lens to programme design and implementation in line with the Save the Children policy on Disaster Risk Reduction and Climate Change Adaptation.
- Actively participate in key relevant internal meetings as required.
- Participate in donor visits to Country Offices projects as required.

BEHAVIOURS (Values in Practice)

Accountability:

- self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds their teams and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in accordance with the context, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own professional development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

The post holder must commit to working in an international agency that promotes diversity, equity and inclusion and fights racism, gender inequality and discrimination in all forms; and to model positive

behaviours that demonstrate a commitment to equality and respect to all colleagues, partners and communities.

QUALIFICATIONS

- Master's Degree in International Development, Project Planning and Management, Social Studies and related.
- Background in business development, donor and relationship management, strategic portfolio analysis and planning, and change management required.
- Previous training in project design, proposal development tools and approaches is required.
- Previous training in child rights programming is desirable.

EXPERIENCE AND SKILLS

- 7+ years demonstrated experience identifying and securing funding from government donors, multilateral agencies, corporate donors and/or foundations.
- Demonstrated experience in leading assessments of funding landscapes and developing programme funding strategies to meet strategic goals.
- Demonstrated ability to solve complex issues through critical thinking, analysis, definition of a clear way forward and ensuring buy in.
- Highly developed networking skills and ability to form productive working relationships with external donor agencies.
- Highly developed interpersonal and communication skills including communicating with impact, influencing, negotiation, and coaching.
- A high degree of flexibility and adaptability in order to respond to changing needs in a complex humanitarian context.
- Ability and willingness to change work practices and hours in the event of major emergencies.
- Fluency in English and French required. Creole an asset.
- Excellent writing skills in both English and French required.
- Previous new business development experience with international NGOs desirable.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with SCI's global Diversity, Equity and Inclusion and Gender Equality Policies, supported by relevant procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by:

Date:

JD agreed by:

Date:

Updated By:

Date:

Evaluated:

Date: