

TITLE: Business Development Manager	
TEAM/PROGRAMME: PDQA	LOCATION: Kabul, Afghanistan
GRADE: 3	CONTRACT LENGTH: <i>1 Year with possibility of extension</i> POST STATUS:
CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> 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.	
ROLE PURPOSE: The Business Development Manager is a member of the Extended Senior Management Team (ESMT) reporting to the Head of New Business Development with a special focus on developing significant external relationships with local as well as regional and global key stakeholders to profile SCI business development efforts for Country Office, Afghanistan. S/he will lead in undertaking, portfolio analysis, donor landscape scanning, development of a donor engagement and funding strategies, tracking of donor funding opportunities and lead proposal development processes. S/he will also provide technical support to Partnership Unit. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.	
SCOPE OF ROLE: Reports to: <i>Head of New Business Development</i> Staff reporting to this post: None Role Dimensions: <i>complexity, relationships, communication with stakeholders</i>	
KEY AREAS OF ACCOUNTABILITIES: New Business Development: 30% <ul style="list-style-type: none"> • Analyse the current portfolio and identify trends and approaches that inform a better funding strategy. • Identify and track relevant upcoming funding opportunities through desk-based research, advance intelligence gathering, donor websites and strategy papers for INGOs, private sector, government institutional donors, trusts and foundations and major donors that have a national or regional presence. • Implement the funding strategy and ensure coordination and synergy among country office teams in undertaking approaches and actions that deliver agreed restricted funding targets. • Undertake donor landscape mapping and prepare an effective plan for donor engagement. • Together with thematic leads, develop thematic funding plans and track the implementation of the plans while considering the goals of CSP. Local donor and funding partners engagement: 10% <ul style="list-style-type: none"> • Prepares materials needed to facilitate donor engagement and bolster reputation and credibility of SCI Afghanistan with potential and current funders and consortia partners. • Monitors news media and donor/government sources for potential changes in strategy, regulations and legislation to ensure the country office reacts effectively and advises its members of the resulting impact on their operations. • Provides technical support to Partnership Unit for sub-awarding, creating synergy among programs with other LNGOs/NNGOs and INGOs; and seeking opportunities beyond just sub-awarding. 	

Proposal Development: 40%

- Drive interdepartmental coordination for project design and proposals development and participate in project design and proposal development.
- Together with Awards team and thematic advisors lead in development of and monitoring of the proposal development calendar.
- Together with other teams, identify lessons which informs planning and the design of new programs and ensure these are considered and/or input into new proposals.
- Serves as a steward of business development processes and provides training in business development protocols. Lead teams in quarterly lessons learnt reviews based on proposals developed, in order to strengthen future proposals; and creates mechanism of sharing lessons learnt among the thematic advisors for quality proposal writing.
- Write the standard sections of the proposals and review the work of the TAs in the proposal for quality control and before submission to the donor.
- Ensure that the BD tools (Funding Opportunity Tracker, Go No Go Decision Guide, Proposal Development Calendar etc) are used and processes are adequately followed in the development of each opportunity.

Strategic Information Management: 20%

- Ensures accurate and timely overview of funding priorities and pipeline health and analysis are shared across the country office and with the Regional Office to ensure smooth and effective prioritization of funding opportunities.
- Contribute to institutional learning by thoroughly documenting and sharing practices and sharing fitting practices on bid management, including leading on learnings from bids won and/or lost;

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, 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 personal 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.

Communication & Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters by adapting effective communication strategies considering the context.
- 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

QUALIFICATIONS

Master's degree in International Development, Non-profit management or related discipline
 Certification in project management will be a plus

EXPERIENCE AND SKILLS

Essential

- Recommended a minimum of 8 years' experience working in a both emergency and development contexts, with solid experience in more than one of the Save the Children priority sectors: education, child poverty, child protection, child rights governance, health and nutrition.
- 4 years proven experience in leading the development of large-scale proposals, including the development of project budgets greater than \$1 million.
- 4 years proven experience of engaging and building relationships with donors and government entities.
- Knowledge of the requirements of major institutional donors including budgeting, eligibility issues, compliance management, and reporting; experience of engaging with donors at a strategic level
- Skills in leading donor landscape mapping, development of donor engagement and funding strategies.
- Excellent planning, management and coordination skills, with the ability to organise a demanding workload comprised of diverse and challenging tasks and responsibilities
- Strong communication (written and spoken) in English, with ability to summarise and present information.
- Good interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels, taking into account cultural and language difficulties.
- Computer literate (i.e. Word, Excel, Outlook, Internet Explorer, financial systems)
- Commitment to Save the Children values, including willingness to abide by and enforce the Child Safeguarding policy.

Desirable

- Experience with donor requirements and regulations, policies, procedures and systems in fund raising.
- Experience in donor mapping and knowledgeable on the Afghanistan context of donor landscape.

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 the SCI Equal Opportunities and Diversity policies and 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.

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: