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| **TITLE:**  New Business Development Manager |
| **TEAM/PROGRAMME: PDQ** | **LOCATION: Kabul, Afghanistan**  |
| **GRADE**: 3  | **CONTRACT LENGTH:** ***1 Year with possibility of extension*****POST STATUS:**  |
| **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. |
| **ROLE PURPOSE:** The New Business Development Manager will be 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 the Afghanistan Country Office. 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 the 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: *Head of New Business Development*****Staff reporting to this post: None.** **Role Dimensions**: ***complexity, relationships, communication with stakeholders*** |
| **KEY AREAS OF ACCOUNTABILITIES:** **New Business Development: 30%*** 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.
* Participate in key donor meetings, when necessary, to gather intelligence and foster long-term collaboration and engagement.
* 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.
* Work with Members to explore the potential for innovative ways to fundraise, with special focus on new humanitarian donors.
* Implement the funding strategy and ensure coordination and synergy among country office teams in undertaking approaches and actions that deliver agreed restricted funding targets.
* Work with Head NBD, DCD-PDQ and TAs to set ambitious targets for donor engagement and influencing donor strategies.
* 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%*** 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 sections of the proposals with TAs and review inputs for quality control before submission to the donor.
* With in-country TAs, seek out and facilitate input 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 large-scale proposals, or when technical specialists are needed.
* Ensure that the BD and quality assurance tools, including (Funding Opportunity Tracker, Go No Go Decision Guide, Proposal Development Calendar, Gender Marker, PART, KPI 20, common approaches…etc.) are used and processed effectively in the development of each opportunity to ensure proposals are meeting with SC’s quality standards.
* Assist the Head of NBD in managing extra BD capacity in high demand times, including identifying and managing consultants and GESHP BD deployees.

**Strategic Information Management: 10%*** 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.

**Humanitarian Response – 10%** * Support effective and joined-up strategic resources’ mobilisation for Category 1&2 Emergencies within the country (involving partners).
* When possible, deploy immediately to support funding coordination in the first phase of major regional responses as required.
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| **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 and sees it as a source of competitive strength.
* Approachable, good listener, easy to talk to.
* Invests time and energy to actively develop self and others to help realise their full potential, and to build the organisation’s capability for the future.

**Creativity:*** Develops and encourages new and innovative solutions.
* Willing to take disciplined risks.

**Integrity:*** Honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** Background in business development or grants, donor and relationship management, strategic portfolio analysis and planning in non-profit management or related discipline. |
| **EXPERIENCE AND SKILLS****Essential*** Recommended minimum of 4 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. experience in both nexus contexts preferred.
* 2.5+ years proven experience in leading the development of large-scale complex proposals, including the development of project budgets greater than $1 million and leading consortiums proposal development.
* 2.5+ 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/presentation skills (written and spoken) in English, with ability to summarise and present information.
* Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
* Excellent coordination and interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels and pull together input from a diverse team.
* Computer literate (i.e. Word, Excel, Teams, Outlook, Internet Explorer, financial systems)
* Commitment to Save the Children values, including willingness to abide by and enforce the Child Safeguarding policy.
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**Desirable** * Experience in donor mapping and knowledgeable on the Afghanistan context of donor landscape.
* Experience in strategic portfolio analysis.
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| **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:** Head of New Business Development | **Date:** 17 November 2022 |
| **JD agreed by:** | **Date:** |
| **Updated By:** Head of New Business Development | **Date:** 25 January 2024 |
| **Evaluated:** | **Date:** |