

SC Malawi New Business Development Manager Job Description

TITLE: Senior New Business Development Manager	
TEAM/PROGRAMME: PDQ	LOCATION: Lilongwe ¹
GRADE: TBC – National/International Light	CONTRACT LENGTH: 2 years
<p>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.</p>	
<p>ROLE PURPOSE: The Country Office Senior New Business Development Manager will support the PDQ Director, the Country Director and other country programme staff to grow Save the Children funding and partnerships at country level in order to resource the Country Strategic Plan.</p> <p>To achieve the country’s programme ambitions in line with SC’s Global Breakthroughs, the Country Snr NBD Manager will be responsible for leading the development of the annual funding strategy, developing an engagement plan across members, donors, implementing partners and other necessary stakeholders, and creating and managing an efficient system to identify and develop new funding opportunities and play a leading role, alongside Senior Technical Advisers and partner staff, in proposal development.</p> <p>The post holder will be expected to work across the Movement (Regional Offices, Members, and other Country Offices as necessary) in achieving the country funding strategy and be the primary link with Regional Offices for all NBD best practices and capacity building efforts.</p>	
<p>SCOPE OF ROLE: Reports to: PDQ Director Dotted Line: Resource Mobilisation team at regional office Staff Reporting to this Post: NBD Coordinator Budget Responsibilities: TBC Key working relationships: 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, PDQ Director, and other necessary stakeholders to coordinate strategic resource mobilization across the country office.</p>	
<p>KEY AREAS OF ACCOUNTABILITY Funding Strategy and NBD Change Management – 5%</p> <ul style="list-style-type: none"> • Lead the development and delivery of country funding strategy which aligns program demand (Country Strategic Plan) with funding supply (donor landscape), with a focus on and priority thematic areas. This strategy will include both public and private funding sources. • Drive and accelerate sustainable portfolio growth for Save the Children Malawi, working in alignment with the regional and global funding strategy • With guidance and support from regional resource mobilisation team, supports country TE, Finance, AM, PDQ staff with capacity building around business development. • Ensure best practice ways of working by attending regional BD Communities of Practice and embedding best practice and NBD RACI into country ways of working. 	

- Establish continuous learning efforts in order to implement best practices and learn from process so future BD efforts are improved.

Relationship Management – 10%

- Support the PDQ Director, the Country Director, and Technical teams to build strong relationships and funding partnerships. Proactively engage and support PDQ Director and CD on a strategic basis with institutional, corporate and foundational donors at country level in order to facilitate technical programme exchanges, influence policy and thinking, and identify key areas of potential cooperation, including programme funding.
- Represent Save the Children as needed with key institutional, corporate, foundation and other donors.
- Cultivate excellent working relationships with and serve as generalist focal point SC Members and donor agencies on aspects of new business development
- Propose and facilitate creative ways of donor engagement, working with communications and operations teams to execute.
- Ensure teams have best practice approach and system to planning, and undertaking stakeholder engagement with identified prospects and ongoing key partnerships.
- Maintain an updated donor engagement plan and tracker, leading and following up on agreed actions with relevant teams as needed and ensuring key contacts and donor strategies are kept up to date at country office level.

Strategic Portfolio Planning – 10%

- Support strategic planning and operational processes and tools that achieve high quality award portfolios.
- Understand and effectively communicate the country's pipeline and priority funding gaps, as agreed with PDQ Director and country leadership. These may include thematic/program gaps, co-financing gaps, and operational sustainability gaps.
- Proactively work with the regional and Member resource mobilisation teams to drive improvement in strategic portfolio planning across the movement.
- Ensuring timely and comprehensive handover of pipeline and approved project documents to Awards and Operations for timely pre-award actions.
- Stay informed about the successes and challenges of awards implementation to be able to update donors on progress and discuss new opportunities and inform new design.

Capture Planning and Opportunity Preparation – 20%

- Facilitate conversations with PDQ, TE, and Operations teams to gather intelligence, assess competitiveness, make Go/No Go decisions, and adequately resource teams for pursuing all strategic funding opportunities.
- Identify, research, and disseminate information on new funding opportunities from bilateral, multi-lateral, and other institutional and non-traditional donors (foundations, corporates etc.)
- Explore and test potential private sector and other new types of partnerships and keep abreast of local funding environment.
- Ensure close collaboration and joint decision making with Director PDQ, Director Programme Operations and the Country Director and consultation with Member and regional offices on new (strategic) funding opportunities

- Ensure availability of and effectively utilize a suite of high-quality communications materials on our programmatic work in our donor and member engagement
- Maintain and build capacity in systems or processes for collecting donor, implementing partner, and competitor intelligence and information.

Oversee Proposal Development - 50%

- Work with Senior/Technical Advisers to develop project ideas which can be shared with Members and potential donor
- Facilitate the GO/NO GO Process at CO level and with SC Members
- Manage the development of high-value or complex proposals for donor awards and bids for donor contracts, including playing a lead or support writer role as needed.
- Provide leadership and co-ordination to the proposal development team, overseeing all SC Malawi proposals under development.
- Interface closely with S/TAs, Programme Operations, HR, Finance and Supply Chain teams to ensure all information is provided in timely and quality manner to progress proposal and budget development.
- Ensure that concept notes and funding proposals align closely with Country Strategy Plan, Thematic plans, geographic priorities, master budgets and Monitoring & Evaluations, Accountability and Learning (MEAL) frameworks as well as SLT decisions.
- Identify support needs for proposal development and wider NBD capacity building and work with PDQ Director to broker technical assistance and other resources to support with Members and Regional Office.
- Receive and review donor compliance resources from Save the Children Member and circulate to all relevant staff, including any necessary proposal guidance or templates.
- 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.
- Represent Save the Children International generally (along with technical experts) in consortium meetings regarding proposal development.
- Support country leadership's strategic decision making to form programming consortia, including pre-teaming agreements, which strengthen both programming and resource mobilization outcomes.
- Ensure participation of partner staff in proposal development processes as early on and as extensively as possible.
- Ensure that proposal development process follows the signed off country NBD guidelines on NBD RACI, sign off processes, proposal team roles, staffing guidelines, etc.
- Ensure that final proposal is compliant with Save the Children and donor requirements, including:
 - Programme Quality Framework is addressed in all new proposals and that key elements of programme quality are included (e.g. child participation, child safeguarding, lessons learned from past proposals, accountability, risk assessments, effective partnership strategy, etc.).
 - Proposals are evidence based, grounded with SC's Common Approaches and work across SC's Theory of Change.

- Project design incorporate all crosscutting concepts including gender inclusion, localisation and climate, where appropriate.
- Review proposal budget to check that the budget complies with the donor and member and Country office requirements including co-financing, CAM, ICR, budget thresholds for MEAL, Advocacy etc.
- Ensure all proposal and concept note submissions to donors are reviewed and approved by the SMT and Member and other staff in country as appropriate before submission to the donor.
- Ensure tracking of active funding opportunities, submission deadlines, financing available. Ensure all appropriate donor and SC proposal formats are available and adhered to in country.
- Monitor proposals pipeline and win rates, ensure that updated trackers are available for planning purposes, inform SMT.
- Humanitarian: Drive effective and joined-up strategic resource mobilization for Emergencies within the country.
- Execute other activities as requested by Line Manager.

People Management, Mentoring and Development -5%

- Be effective as a mentor and coach for the staff that report to this role, as well as other senior program staff that contribute to developing proposal writing experience.
- Establish strong working relationship across technical, Operations, Finance and Awards team members to ensure quality contributions to new business development
- Proactively build and maintain skills and competencies in PDQ team required for leading and/or in-putting for first class program design and wider new business development processes, including positioning, and capture.
- Support the development of an organisational culture that reflects our broad-spectrum programming values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and frees up our people to deliver outstanding results for children and excellent customer service for our members and donors.

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.

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

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

Required

- 7+ years demonstrated experience identifying and securing funding from DAC 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.
- Demonstrated people leadership skills, able to effectively manage both direct reports as well as lead staff in all countries around the region in a matrix management relationship.
- Demonstrated ability to work effectively as a member of a senior management team, contributing constructively beyond the role's specific resource mobilization remit.
- Experience in project and change management related to organisational development projects and international, cross-functional teams with a proven history of delivering results.
- A high degree of flexibility and adaptability in order to respond to changing needs. Ability and willingness to change work practices and hours in the event of major emergencies including travelling at short notice and for extended periods of time.
- Fluency in English and [Language essential in country, eg French].

Desirable

- INGO experience and an excellent grasp of operational issues.
- A detailed understanding on funding mechanisms for development work such as Save the Children's.

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.

SC Malawi New Business Development Manager Job Description

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.
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.